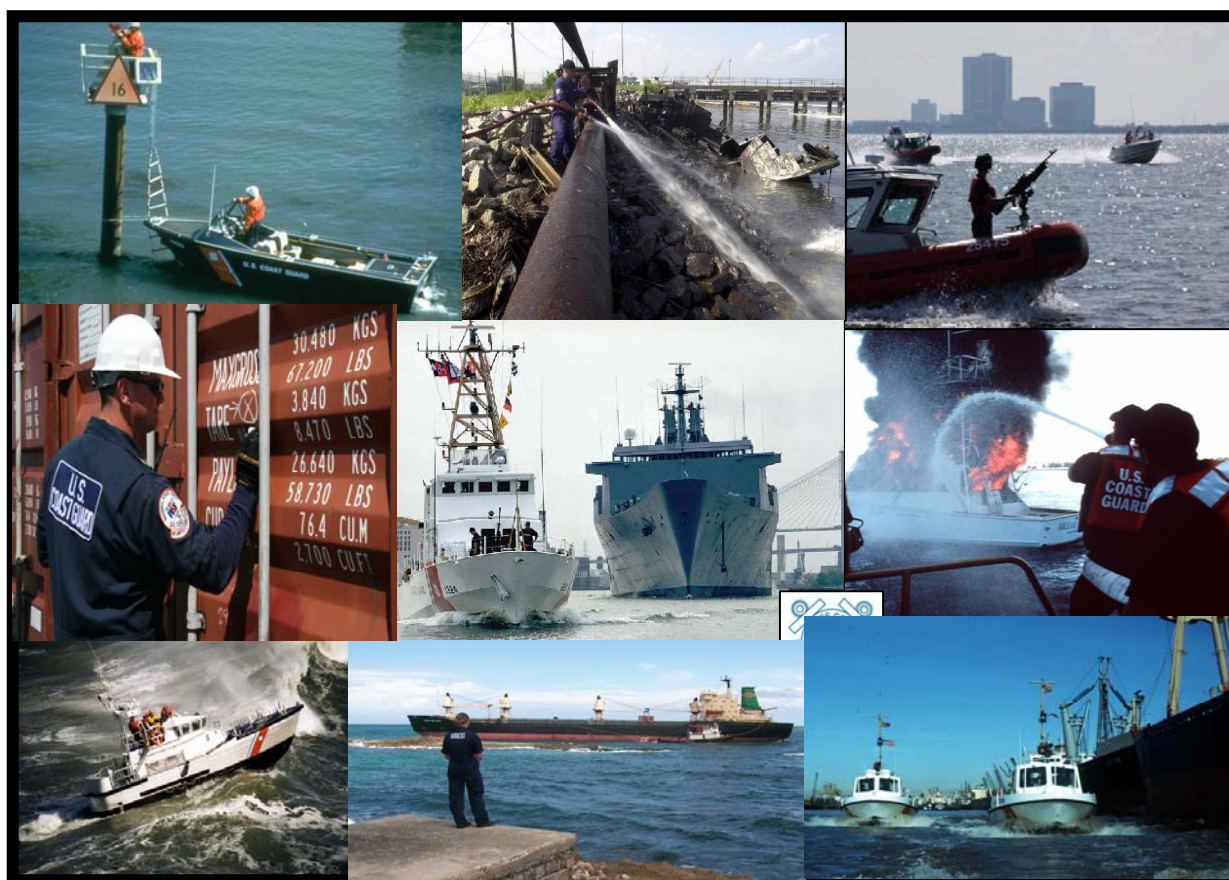


U.S. Department of
Homeland Security

United States
Coast Guard



U. S. Coast Guard Sector Organization Manual



COMDTINST M5401.6
March 2008

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COMDTINST M5401.6
9 MARCH 2008

COMMANDANT INSTRUCTION M5401.6

SUBJ: U. S. COAST GUARD SECTOR ORGANIZATION MANUAL

1. PURPOSE. This Manual publishes a standard Sector Organization Manual (SOM) that prescribes the standard construct for organizing and administering Coast Guard Sectors as promulgated by the COMDT Decision Memorandum on 02 May 2004. The purpose of this instruction is to ensure a consistent organizational structure is maintained at all Sectors. This manual includes standardized information applicable to all Sectors, such as the Sector organization, organizing principles, and roles and responsibilities of various positions within the Sector organization.
2. ACTION. Area, District and Sector Commanders, Commanders of Maintenance and Logistics Commands, Commander Deployable Operations Group, Commanding Officers of headquarters units, Assistant Commandants for Directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that that the provisions of this Manual are followed. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION.
 - a. This Manual provides organizational guidance to Coast Guard Sectors. It contains policies that are based on proven practices. This Manual defines command and control as well as administrative and operational oversight and support of subordinate units. No provision in this Manual relieves the Sector Commander from using sound judgment and making the appropriate decision as the situation may demand. Sector Commanders shall ensure that all Sector personnel receive a thorough indoctrination in the appropriate sections of the SOM. A thorough knowledge and understanding of the SOM by all hands is essential to the proper execution of their assigned duties.

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NON-STANDARD DISTRIBUTION:

- b. The diverse nature of Sector missions, functions, responsibilities and internal/external relationships means that this Manual cannot and is not intended to cover every organizational variation that may exist. Sector Commanders must also rely on their leadership and management skills, sound judgment and business practices, and common sense.
 - c. Every effort has been made to make this Manual useful and applicable to all Sectors. Each chapter contains information that is consistent across all Sectors.
 - d. This Manual does not create any right or benefit, substantive or procedural, enforceable at law by any party against the United States, its agencies or personnel, or any person. This Manual creates no duties, standard of care, or obligations to the public and should not be relied upon as a representation by the Coast Guard as to the manner of proper performance in any particular case.
 - e. This Manual promulgates internal Coast Guard planning guidance solely intended to promote efficiency and consistency in public service above and beyond the requirements of law and regulation. Any obligations discussed in this Manual flow only to the Coast Guard. Coast Guard personnel are expected to exercise broad discretion in performing the functions discussed. This Manual is intended as a guide for consistent and uniform execution of the various programs within Coast Guard Sectors. This Manual does not cover occurrences best handled through experience and sound judgment. The Coast Guard retains the discretion to deviate from or change this guidance without notice.
 - f. In cases of apparent conflict between this policy Manual and provisions of statutes and regulations, the statutory or regulatory provisions shall be applied, and Commandant (CG-741) shall be advised of the apparent conflict at the earliest opportunity.
 - g. Requests for disclosure of any part of this Manual in connection with civil discovery or the Freedom of Information Act (FOIA) shall be coordinated with Commandant (CG-094) before any release.
5. PROCEDURES. Sector Commanders may expand on the guidance contained in this Manual when needed; e.g., when information unique to a particular Sector is required. However, Sector Commanders may not change guidance provided by the Commandant and they may not change the format of this SOM. This Manual does not replace the requirement for Sectors to develop unit specific instructions that prescribe local standard operating procedures.
6. ENVIRONMENTAL ASPECT AND IMPACT. Environmental considerations were examined in the development of this Manual. Under Sections B and C of Enclosure 7, of the Coast Guard Directives System, COMDTINST M5215.6 (series), environmental considerations are applicable to this Manual. New or revised policy, such as this Manual, triggers the requirements of the National Environmental Policy Act (NEPA) per NEPA Regulations at 40 CFR Part 1508.18.
- a. Additionally, this Manual delineates sector organization and assigns environmental responsibilities with regard to Sector operations and facilities. Some Sector operational

and facility responsibilities will trigger the need for compliance with environmental laws. Because this manual assigns Sector responsibilities for environmental compliance, references other applicable Coast Guard environmental Directives, and indicates where environmental expertise is available within the Coast Guard to assist the Sector, this Manual is designed to improve environmental compliance and will not have a significant negative impact on the environment.

- b. Because this Manual assigns environmental responsibilities to ensure environmental compliance and is otherwise administrative in content, this Instruction is categorically excluded under Coast Guard categorical exclusions #1 and #27, as found in Figure 2-1 of USCG NEPA policy, COMDTINST M16475.1 (series) from the requirement to prepare an Environmental Assessment or Environmental Impact Statement under NEPA.

7. FORMS AVAILABILITY. None.

DAVID P. PEKOSKE /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Operations

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CHAPTER 1. INTRODUCTION

A. Purpose.

1. The purpose of this Manual is to publish a standard Organization Manual for all Coast Guard Sectors. Further, it provides direction, guidance, policy, and select information to all Coast Guard Sectors. Due to the unique nature of Sector organizations based on location, missions or functions, this Manual is not intended to address all organizational details. In circumstances where this Manual does not contain enough specificity or causes ambiguity for a particular organizational structure, users should seek clarification from either their reporting senior, appropriate program manager, Commandant (CG-81) and (CG-741). Requested changes to the standard Sector organizational construct must be submitted via the chain of command to Commandant (CG-81) Office of Planning and Performance, Organizational Analysis and Field Planning for review and approval prior to implementation.
2. This Manual does not replace the requirement for Sectors to have a Standard Operating Procedure (SOP) Guide. Each Sector shall create and maintain an SOP Guide that details policies and procedures for Sector administration and operations that are specific to that command. It is intended to be a useful resource to both customers and service providers, and should be revised regularly to aid in maintaining the Sector's customer-supplier relationships.
3. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), provides the requirements for establishing the functions, duties, responsibilities, and authorities of all Coast Guard commands and leadership positions, including Sector Commander, Deputy Sector Commander, department heads, and division officers, and defines their organizational relationship. This Manual expands on and updates these basic organizational requirements. In circumstances where this Manual does not contain enough specificity or causes ambiguity, personnel should seek clarification from either their reporting senior or the Deputy Sector Commander. This instruction is not intended to restate the information provided in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) or other Commandant, Area, or District directives. The use of the word "officer" throughout this Manual is "generic" in recognition of the fact that chief petty officers or senior petty officers fill many of the billets and duties described herein.

B. Authority.

1. By the authority of the Commandant, Sector Commanders are vested with all the rights, responsibilities, duties, and authority of a Group Commander and a Commanding Officer, Marine Safety Office (MSO) as provided for in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Sector Commanders shall carry out the Sector's missions as described in paragraph E. below and are designated as follows:
 - a. Captain of the Port (COTP)

- b. Federal Maritime Security Coordinator (FMSC) when serving as COTP for an Area Maritime Security (AMS) Area pursuant to 33 CFR §103.200
 - c. Federal On-Scene Coordinator (FOSC) consistent with the National Contingency Plan
 - d. Officer in Charge, Marine Inspection (OCMI)
 - e. Search and Rescue (SAR) Mission Coordinator (SMC)
 - 2. The Deputy Sector Commander is designated as the Acting OCMI and SMC, and the Alternate COTP, FMSC (as alternate COTP for AMS Area) and FOSC during the Sector Commander's absence. OCMI authority may also be delegated to the Chief, Prevention Department and no further. FOSC and SMC authorities may also be delegated to the Chief, Response Department and no further. (Delegation is at Sector Commander's discretion).
- C. Applicability. The contents of this Manual apply to all military, civilian and auxiliary personnel assigned to Sector commands. The provisions of this Manual are mandatory and are a lawful order for the purpose of Article 90 (2) of the Uniform Code of Military Justice (UCMJ). Actions that are inconsistent with the provisions or intent of this Manual are not authorized. In the event of exceptional circumstances that exceed the provisions provided herein and communications with superior authority are interrupted or disrupted, the Sector Commander shall proceed according to the intent of the manual, informing superiors in the chain of command as soon as practicable. Actions that are inconsistent with the provisions of this Manual are a violation of a lawful general order.
- D. Sector History.
- 1. The tragic events of September 11, 2001, substantially altered recognition of security risks to marine transportation similar to changes in environmental risk that were recognized as the result of major pollution incidents. This reinforced the importance of collaborative preparedness for incident management and need for a unified command construct that:
 - a. Improves mission planning execution and performance outcomes
 - b. Increases interaction and coordination between operational commands and interagency partners
 - c. Manages and helps develop the Common Operational Picture (COP)
 - d. Brings new focus to the value of planning and sustainment of operational readiness
 - e. Shares information and intelligence more rapidly than before
 - 2. The Coast Guard's response to this new environment was to integrate Marine Safety Offices, Groups, Vessel Traffic Services (VTSs), and in some cases Air Stations, having

largely or entirely the same Areas of Responsibility (AORs), into Sector commands. These commands are structured along process lines to manage the full range of operational prevention and response activities. The decision to develop Sectors was an extension of previous actions to consolidate field units over the years and was a logical next step to formalize the successes and best practices that have been operating in the field. Among the most successful models were the Activities Prototypes that were developed during a mid 1990's to examine various aspects of fully integrated staffs. Sectors adopt the successful model that was ground tested in New York City and Baltimore on September 11th.

- E. Sector Mission. The mission of each Coast Guard Sector is to accomplish assigned Coast Guard missions, functions, and responsibilities. Sector mission objectives included provision of unified command and control for the integrated conduct of operations, coordinated leveraging of maritime partner relationships, foresight in planning, and aggressive risk-based employment of assets and capabilities within the assigned AOR. Sectors provide strategically-guided, goal-focused, high-performance service delivery across the full range of Coast Guard missions.

F. Sector Functions.

1. The organizational architecture of Sectors represents a transformation from a Coast Guard traditionally organized around its operational programs, to one that is organized around the preparedness continuum of prevention, protection, response and recovery with programmatic and functional areas of responsibility embedded as sub-elements. The organization construct relies on integrated coordination of all assigned operational capabilities to optimize utilization of Coast Guard resources in accomplishing assigned agency missions, functions and responsibilities. It recognizes that, in a broad sense, all Coast Guard operational activities are either focused on prevention of an incident or illegal event, or in response to mitigate the undesired effects of an incident. The command and control processes used to execute those two operational mission areas are interrelated, but so sufficiently distinct that they can be managed as two separate but complementary processes, as follows:
 - a. Prevention. Focuses largely on gaining compliance with regulatory standards and the design and maintenance of waterway systems to prevent incidents. Prevention functions include:
 - (1) Inspections/examinations of vessels and waterfront facilities to ensure compliance with federal safety, security, and environmental regulations.
 - (2) Investigations of marine casualties to determine the cause of accidents, pursuing Maritime Personnel Actions/Civil Penalties, and to serve as a feedback loop into compliance inspections and regulatory development.
 - (3) Develop and maintain the waterway navigation infrastructure (i.e. Aids to Navigation (ATON)).

- (4) Manage traffic through Vessel Traffic System (VTS) centers and the use of Captain of the Port Order, Limited Access Areas, and Regulated Navigation Areas.
- b. Response. Focuses on command and control activities associated with an emergency incident response and/or heightened threat situation that requires swift enforcement actions. Response requires proficiency in high tempo command, control and communications processes; and the exercise of response and security enforcement expertise to accomplish incident command and crisis management. Response functions include:
 - (1) Search and Rescue (SAR)
 - (2) Marine Environmental Protection; responding to oil spills to monitor and supervise clean up operations
 - (3) Incident management
 - (4) Law enforcement
- c. Logistics. Provides the capabilities to support Sector operational missions and prevention activities through the coordinated balance between asset maintenance, personnel management, medical readiness, food preparations, and financial aspects of planned and unscheduled operations. Logistics functions include:
 - (1) Administration & Personnel management of Sector Staff and subordinate commands.
 - (2) Responsibility for Naval and Facilities Engineering (public works) programs for Sector and subordinate commands.
 - (3) Financial management of Sector budget and disbursement to subordinate commands.
 - (4) Responsibility for Medical clinic if assigned.
 - (5) Responsibility for unit Sector and AOR tenant Internal Environmental Compliance requirements.
- d. Sector Command Center. The Sector Command Center (SCC) serves an operations integration function. Each SCC shall be located organizationally to support Response and Prevention operations. For example, the SCC supports the Response Department during a search and rescue response and likewise, supports the Prevention Department during a marine event. At those Sectors that integrate a VTS into the organizational structure, the Vessel Traffic Center (VTC) should ideally be collocated with the SCC. The VTS provides significant input to the Common Operational Picture (COP) and serves in a supporting/supported role to the Prevention and Response components in maintaining Maritime Domain Awareness (MDA)

throughout the AOR. However, mission responsibility for VTS operations remains with the Waterways Management personnel in the Prevention Department.

- e. Sector Field Offices (SFOs). The creation of Sectors transformed a diverse array of field offices/units into a standard Sector Command organizational architecture, consisting of Prevention, Response, and Logistics components as described above. Command and control is centralized to serve all three components including field units. This resulted in the conversion of some outlying Groups (which were not directly absorbed in the creation of the Sector command cadre) to SFOs. The design construct is to have all field level units/offices report directly to the Sector and its components. SFOs shall be extensions of the Sector staff, and shall not constitute another layer of command. Their purpose is to provide support to outlying units in locations where distance and workload render it necessary to have remote offices serving various support roles in specific areas. The local requirements for span of control issues including support of operational readiness, administrative management, resources, logistics, and outreach shall determine the scope of the SFOs. The naming convention for the SFOs shall include the local geographic name.
- f. Marine Safety Units (MSUs). As with SFOs, some outlying Marine Safety Offices (MSOs) during the conversion retained their functions and command status but were renamed MSUs. Marine Safety Units specialize in port security, marine inspections, environmental response, maritime investigations, and waterways management. Some MSUs still retain OCMI, COTP and FOOSC authority over a designated portion of the Sector's area of responsibility. In such cases, OCMI and COTP authority is exercised by the MSU Commander. The appeal of a COTP order or OCMI matter is routed from the MSU Commander through the Sector Commander and then to the District Commander.
- g. Marine Safety Detachments (MSDs). Marine Safety Offices which did not retain command as MSUs or were geographically distant from the newly created Sectors were converted to MSDs and specialize in many of the same missions as MSUs. Active Duty and Reserve personnel attached to a MSD shall be under the OPCON of the Prevention Department. Assigned personnel perform marine safety duties and remain under the ADCON of the parent Sector.

G. Sector Organization Charts.

1. Figures 1.G.1. through 1.G.3. indicate a Sector's location within the Coast Guard organization and a detailed departmental chart for all Coast Guard Sectors. All functions of the Sector should be stated in the unit's organizational chart. Coast Guard Sectors are authorized to roll up functions assigned a particular division to the Department level where there are insufficient number of billets to staff that division. Coast Guard Sectors are not authorized to make horizontal changes to their existing organizational structure. Horizontal changes constitute organizational changes which must be approved by Coast Guard Headquarters. The size of the Sector and local conditions (physical layout, personnel allowance, type of resources, communications, and other factors) should be

considered when determining any necessary changes. Collateral duties or other duties peculiar to an individual Sector may be added to the organizational chart without changing its effectiveness or its basic purpose.

2. **Organizational Flexibility:** Like ports, no two Sectors are exactly alike. A host of discriminators directly impact how a Sector Commander leads and manages his or her command. Span of control, varying operational tempo, mission mix and complexity, geography, industry types, international concerns, federal, state and local government agencies, interagency and industry relationships, legacy asset/staffing levels, and inter- and intra-service relationships all affect workload and staffing. All major functions of a Sector are identified in the Sector Construct. Sector Commanders may be granted the flexibility to work within the Sector Organization Construct and adapt it to local conditions to ensure excellence in mission execution as long as proper documentation and authorization is obtained.

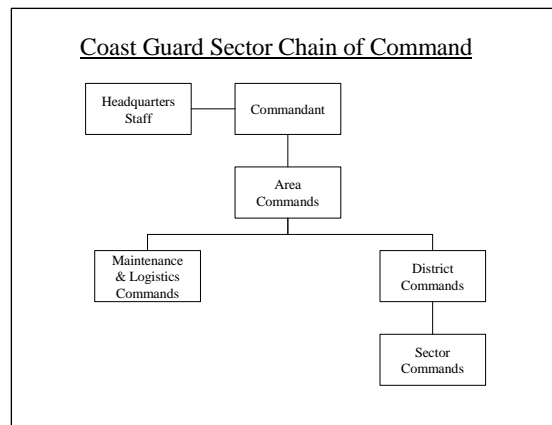


Figure 1.G.1. Coast Guard Sector Chain of Command

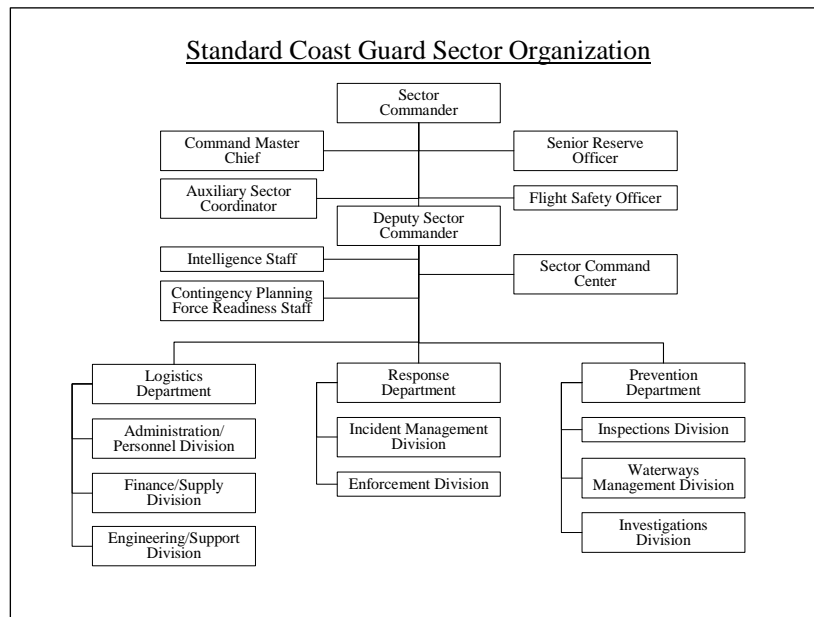


Figure 1.G.2. Standard Coast Guard Sector Organization

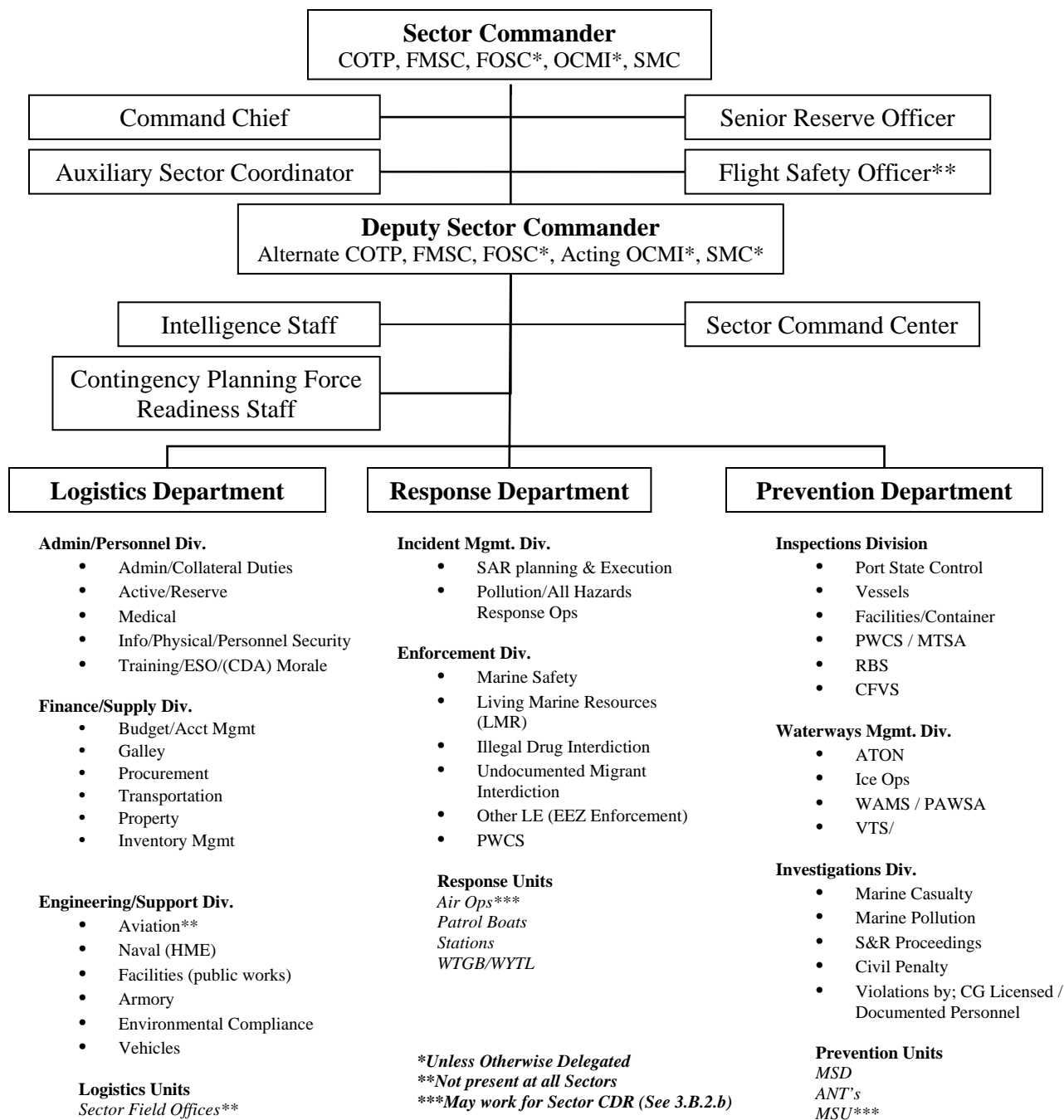


Figure 1.G.3. Detailed Coast Guard Sector Organization

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CHAPTER 2. COMMAND AND CONTROL

A. Overview and Organization Chart.

1. Overview.

- a. The Coast Guard, pursuant to the Act of January 28, 1915 (38 Stat. 800), as amended, is a military service at all times and constitutes a branch of the armed forces of the United States, operating as a Service under the Department of Homeland Security (DHS) in time of peace, and as a Service in the Navy in time of war, or whenever the President shall so direct.
- b. When operating under DHS, the Commandant, as the senior officer of the Service, is directly responsible to and reports directly to the Secretary of Homeland Security. The Secretary of Homeland Security, as a member of the Presidential Cabinet, affords top representation in the Executive Branch of the government.
- c. When operating under the Department of the Navy, the Coast Guard retains its Service identity. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in wartime directives.
- d. The basic organization pattern of the Coast Guard reflects an assignment of military command and control with both operational and administrative responsibility and authority among components in Coast Guard Headquarters, Areas, District Commands, Maintenance and Logistics Commands, and individual units in the field. The Coast Guard Organization Manual, COMDTINST M5400.7 (series), contains information on the chain of command above the Sector level.
- e. Sector commands provide unified command and control for accomplishing Coast Guard mission objectives through the integrated conduct of operations, coordinated leveraging of maritime partner relationships, foresight in planning, and aggressive employment of assets and capabilities within the assigned Area of Responsibility (AOR). Sectors provide strategically-guided, goal-focused, high-performance service delivery across the full range of Coast Guard missions. The creation of Sectors transforms a diverse array of field unit structures into a standard Sector Command organizational architecture, consisting of Command Staff, Prevention, Response, and Logistics components. Command and control is centralized to serve all four components and Sector units.
- f. The military, multi-mission, maritime character of the Coast Guard is reinforced and strengthened by the Sector concept. Relationships between Sector Prevention and Response Departments are characterized by supporting and supported responsibilities that foster a collaborative interdependence to accomplish all mission objectives. Sector components demonstrate multi-mission agility across organizational lines regardless of functional responsibility. This structure allows the flexibility to meet new mission demands without reorganizing and facilitates a rapid, full unit transition to an incident command, where personnel from all Sector components are available to

fill Incident Command System (ICS) positions. This unity of effort is reflected not only in major response and security operations, but also in day-to-day response and security enforcement, as well as prevention and compliance operations. Sectors integrate legacy Marine Safety Office (MSO), Group, and Vessel Traffic Service (VTS) authorities and, in some cases, Air Station assets and responsibilities, to support Coast Guard strategic goal outcomes. All Sector operations are supported and enhanced by an integrated planning staff and a command center that provides an up-to-date Common Intelligence Picture (CIP) and Common Operational Picture (COP).

2. Organization Chart. Figure 2.A.1 below shows the organization chart for the Sector Commander, the Deputy Sector Commander, and their staffs.

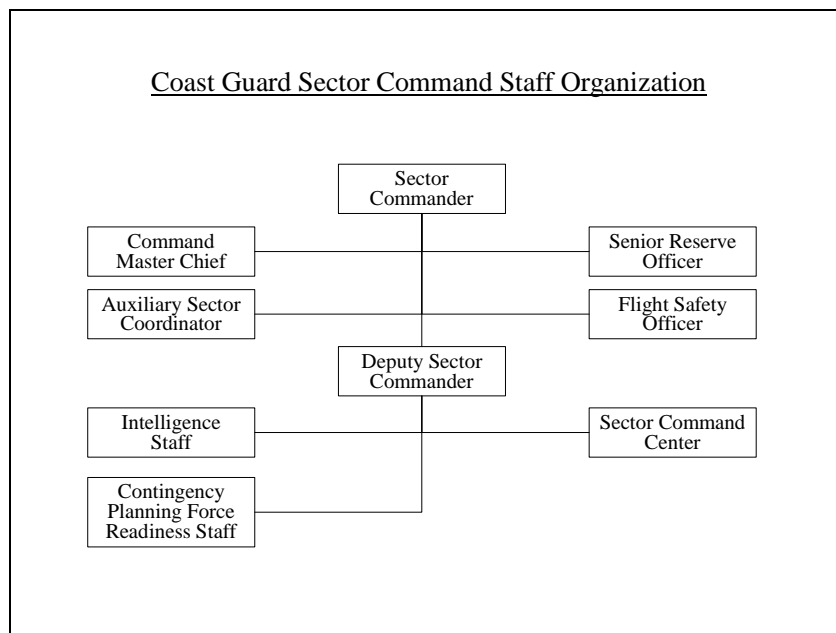


Figure 2.A.1. Coast Guard Sector Command Staff Organization

B. Organizational Principles.

1. Definitions.

- a. Organization. People and materials, arranged functionally or by processes, for the purpose of carrying out missions. The organization structure provides the basic framework and integrates the basic components of functions or processes and people assigned to perform them, and the personnel/human factors impacting the organization. A healthy organization establishes and maintains proper relationships among personnel, functions/processes, and assorted material considerations in order to effectively and efficiently accomplish the objectives that support the missions.
- b. Chain of Command. The succession of commanding officers from a senior to a subordinate through which command is exercised.

- c. Command. The authority vested, either by rank or assignment, in an individual for the direction, coordination, and control of Coast Guard assets. Command includes the authority and responsibility for effectively utilizing available resources, and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.
 - (1) Operational Control (OPCON). Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.
 - (2) Tactical Control (TACON). Command authority over assigned forces or commands, or military capability or forces made available for tasking, that is limited to the detailed and usually local direction and control of movements and maneuvers necessary to accomplish assigned missions or tasks. The temporary authority to direct activities of a specific unit on a specific mission for a specified period of time, this authority is assigned by the operational commander. TACON does not provide organizational authority or authoritative direction for administrative and logistics support; the parent unit continues to exercise those responsibilities unless otherwise directed (e.g. A sector may have TACON of a district Air Asset during a local SAR case).
 - (3) Administrative Control (ADCON). Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational mission of the subordinate or other organizations. NOTE: The term “administrative control” should not be confused with the term “administrative support.” Administrative support is often used to describe the support one unit provides to another under the terms of a formal or informal agreement, such as an intraservice support agreement. Administrative support can be provided and received among units at a variety of command levels regardless of their organizational relationships.
- d. Unit. A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer-in-charge, provided with personnel and material for the performance of a prescribed mission. Examples of units include cutters, stations, marine safety units, etc.
- e. Sub-unit. A separately identified segment of a Coast Guard unit, managed by a supervisor. A sub-unit is designated when that segment is geographically separated from the parent unit, or the essential character and mission of that segment is uniquely different from the parent unit. The authority of a supervisor of a sub-unit and that of a commanding officer or officer-in-charge of a unit are not the same. Refer to United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) for more information. Examples of sub-units include: Marine Safety

Detachments (MSDs), Stations (Small), etc. The word "detachment" in the title generally connotes a sub-unit.

- f. Technical Control. The responsibility of a designated Headquarters Office Chief or Directorate for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming, and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance. Only one Headquarters Office Chief /Directorate shall be designated to exercise technical control over each Headquarters unit, regardless of the number of Service wide support functions a unit performs.

2. Sector Chain of Command.

- a. The Sector's chain of command is depicted in the Sector Organization Chart in Chapter 1 of this Manual. The Commandant, as the senior officer of the Coast Guard, has ultimate responsibility for the execution of military and regulatory duties assigned to the Coast Guard. To execute the Coast Guard's duties effectively, the Commandant has delegated authority to specific positions; e.g., Area Commanders, District Commanders, Officers in Charge, Marine Inspection (OCMI), and Captains of the Port (COTP) in the Coast Guard to execute certain command functions. Further delegations of authority by senior officers in the chain of command are contained within Area and District directives. Where applicable, they should be contained within the roles and responsibilities of the Sector Commander, Deputy Sector Commander, staff elements, and Department Heads in appropriate sections of the Sector's Organization Manual. The duties and authority of those officers senior to the Sector Commander are listed in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). The chain of command within a Sector shall be:

- (1) Sector Commander;
- (2) Deputy Sector Commander; and
- (3) Department Heads

- b. The Sector Commander shall normally issue all orders relative to the duties of the command and the administration of personnel through the Deputy Sector Commander, and shall keep the Deputy Sector Commander informed of all policies.

- c. Chain of Command for Sector Functions.

- (1) Regulatory Control. 33 CFR 1.01 and 46 CFR 1.01 provide for the delegation of authority by the Commandant to district commanders, OCMI's, and COTPs. 33 CFR 3.01-1(d) and (e) describe the command authority of OCMI's and COTPs within their geographic zones. 46 CFR 1.01-15 (a) states that the military chain of command is from the district commander to each OCMI within the district. In some cases, authority flows from the Commandant to the district commanders and then to OCMI's and COTPs. In other cases, it flows directly from the Commandant to the OCMI's and COTPs, as well as to the district

commanders (See 33 CFR 160.111.). Final authority is vested in the OCMI for the performance, within the area of his or her jurisdiction, of the functions specified in 33 CFR 1.01-20, subject to appeal as provided in 46 CFR 2.01-70. Thus, while the OCMI is under the administrative control of the District Commander, the delegated authority runs from the Commandant through the district commander or directly from the Commandant.

- (2) Military Control. The concept of SMC, FOSC, OCMI and COTP authority relates to operational responsibilities for safety of life and property, national security, and environmental protection, under applicable laws, apart from the Coast Guard's internal command and support network. Where internal management is involved, the authority of the unit commanding officer (CO) is exercised. For operational responsibilities the OCMI or COTP, or designated Acting OCMI or Alternate COTP, is charged with performance of Commercial Vessel Safety (CVS) or Port Safety and Security (PSS). The FOSC is responsible for Marine Environmental Protection (MEP) duties and the SMC as delegated by the RCC manages SAR incidents within a certain geographical area.

3. Span of Control and Unity of Command.

- a. The appropriate span of control of an organization is a function of the type of work performed, the degree of complexity of the work, and the responsibility involved. The principle of unity of command requires that an individual should be responsible to only one senior. Roles and responsibilities for Sector command and control, departments, watch organization, and collateral duty positions are listed in subsequent chapters to this Manual. Additionally, a Watch, Quarter and Station Bill (WQSB) lists positions and assignments of all personnel for all unit bills.
- b. Sectors are organized to avoid excessive organizational layers and to ensure that superiors throughout the chain of command can effectively coordinate and direct Sector missions and functions. Span of control and geographic and functional requirements may determine the need for command authorities below the Sector level. Component commands, where designated, will use the Sector Logistics Department for all administrative, finance, and support functions. Additionally, the Sector Logistics Department Head will fulfill the traditional Executive Officer role of internal administrative and personnel management coordination for the Sector Command.

4. Asset Management.

- a. In the past, the functional statements of Coast Guard organizations served to clarify and reinforce program and asset management and ownership. Traditional functional descriptions do not map over well to the Sector organization, which intentionally leverages Coast Guard assets to better support all missions. Sector personnel are assigned to specific billets by the Coast Guard Personnel Command (CGPC). Boats, aircraft, cutters, personnel, and equipment have been assigned within the organization

where they conduct the majority of their operations, with the understanding and expectation that they may be tasked to support any mission, given the operational requirement. The sections documenting roles and responsibilities and internal/external relationships in Chapters 2 and 3 of this Manual clearly define asset management and ownership. When questions arise in this area, personnel shall seek guidance from their reporting senior or the Deputy Sector Commander.

- b. Efficient Use of Resources. The efficient use of resources within all Sector components as stated above is founded on the principle that personnel and assets are assigned to a staff, department, or division where they conduct the majority of their work, but with the understanding that they will be assigned or tasked temporarily to support any Sector mission given the operational need. This concept may present a challenge at smaller Sectors because some personnel may be performing crossover duties between the Prevention and Response Departments on a routine basis. For example, petty officers assigned to billets as Pollution Response Petty Officers within the Response Department may also double as Pollution Investigators and perform other prevention duties for the Prevention Department. As explained in the following section, when an actual or potential significant incident exists; e.g., major multi-unit SAR case, major marine casualty, or major oil spill, numerous personnel from both the Logistics and Prevention Departments will be assigned for short or extended periods of time to duty working for the Response Department, Federal On-Scene Coordinator (FOSC), or SAR Mission Coordinator (SMC). It is imperative for efficient asset management and resource use, and for maintaining both unity of command and the military chain of command, that all personnel understand their primary billet duties and chain of command, their temporary assignments within the Sector that they may be detailed to, and all WQSB duties.

5. Incident Command System.

- a. The Coast Guard has implemented the National Incident Management System (NIMS) Incident Command System (ICS) Service-wide for use during response operations and for management of major events and incidents. ICS provides responders with a flexible response management tool, interoperability with other response organizations, and surge capability. ICS also aids in the improvement of responders' skills and standardizes the Coast Guard's ability to respond independently or as part of a multi-agency response effort, effectively improving Service readiness.
- b. The Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15 (series), mandates the use of the ICS organization at all Coast Guard commands and requires that unit operational and support contingency plans be maintained to manage a Regional or National Incident Command in their respective AORs.
- c. Sector Commanders shall include a NIMS Incident Command System (ICS) organization as part of their Sector WQSB detailed in Chapter 5 of this Manual, maintain required operational and support plans within unit Standard Operating

Procedure (SOP) and Response Manuals, and ensure all Sector personnel receive the appropriate ICS-level training.

6. Risk Based Decision Making (RBDM) and Operational Risk Management (ORM).

- a. The Coast Guard uses RBDM methodologies to help units apply risk-based approaches to all Coast Guard activities. Risk-Based Decision Making, COMDTINST 16010.3 (series), includes guidelines to more fully integrate RBDM into unit organizational principles and day-to-day operations and activities. Sector Commanders are encouraged to use RBDM tools to enhance decision making in formulating unit response and prevention SOPs.
- b. ORM includes processes to assess and manage risks across all Coast Guard missions and activities. Team Coordination Training (TCT) is a Coast Guard program to combat human error by focusing on improved team performance to prevent mishaps. Crew Resource Management (CRM) training teaches risk management principles that outline a systematic process to continuously assess and manage risks. ORM is complemented by RBDM processes and training. The ORM program is essential to meeting Sector organizational goals and missions. Operational Risk Management, COMDTINST 3500.3 (series), standardizes the Coast Guard's ORM policy and outlines procedures and responsibilities to implement ORM. Sector Commanders shall incorporate ORM concepts into daily operational, maintenance, and support activities, unit bills, SOPs, checklists, and other procedural documents using appropriate guidance provided by applicable program managers and Commandant directives.

C. Sector Commander.

1. Roles and Responsibilities. Sector Commanders fill many roles in carrying out their assigned duties as they plan, organize, lead and control their command. Under the direction of the District Commander, and in accordance with all applicable laws, regulations, and policies, they serve as the Sector's Senior Coast Guard Representative and Commanding Officer, and will also serve as the designated Captain of the Port (COTP), Federal Maritime Security Coordinator (FMSC), Officer in Charge Marine Inspections (OCMI), Federal On-Scene Coordinator (FOSC), and Search and Rescue (SAR) Mission Coordinator (SMC). The Sector Commander is the direct representative of the District Commander in all matters pertaining to the Coast Guard within the Sector Commander's AOR. The Sector Commander is responsible for the proper administration of the Sector; for the efficient, safe, and economical performance of the duties of the Coast Guard within the Sector; and for the indoctrination, training, discipline, and proper utilization of the personnel under the Sector Commander's command. The Sector Commander shall require subordinates to attain and maintain a state of readiness to perform all duties for which they may be called upon, and to promptly, energetically, and effectively perform such duties. The Sector Commander shall establish and maintain an adequate relationship with the public generally, and with the maritime industry specifically, and shall require subordinates to do likewise. The Sector Commander is vested with all the rights, responsibilities, duties, and authority of a legacy Group

Commander and a Commanding Officer, legacy Marine Safety Office, and Commanding Officer, Coast Guard Air Station (for those Sectors with aviation assets and personnel assigned to the Sector OPFAC) as provided for in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Under the direction of the District Commander and in accordance with all applicable laws, regulations, and policies, the Sector Commander is responsible for the following:

- a. Coast Guard mission objectives accomplished within assigned Area of Responsibility (AOR). Overseeing the full range of Sector prevention, response and logistics processes; ensuring that all Sector components closely coordinate operations to ensure a system of interdependence; ensuring the development and maintenance of Sector performance and readiness measures to ensure the operational readiness of all assigned units and personnel and to foster a shared commitment to mission performance. The Sector Commander shall ensure that the full range of Sector operational and readiness planning is conducted among all Sector components to address contingencies and operational requirements. The Sector Commander shall oversee the professional development of those individuals placed in key leadership positions within the Sector to ensure cross-mission training and the development of required competencies and experience.
- b. Unified Coast Guard command presence within assigned AOR. Serving as the principle spokesperson within the assigned AOR and seeking opportunities to raise the visibility of the Coast Guard. The Sector Commander shall partner with other federal [including other Department of Homeland Security (DHS) agencies], state, and local government representatives as well as public and private; (e.g., maritime industry representatives and stakeholders) to ensure an interdependent approach to addressing maritime threats and vulnerabilities. Additionally, to ensure the rapid sharing of information and intelligence, and to accomplish DHS and Coast Guard goals and objectives.
- c. Senior Coast Guard Representative's Responsibilities. In carrying out the Senior Coast Guard Representative's responsibilities, the Sector Commander shall accomplish the following:
 - (1) Raise the visibility of the Coast Guard. Directing unit public affairs program, promoting public understanding and support of the Coast Guard, and directing information flow during Coast Guard operations.
 - (2) Foster effective internal DHS and external (all other federal, state, and local agencies and maritime industry representatives) relations. Identifying potential partnerships and establishing and maintaining those partnerships.
- d. Sector Commanders' Responsibilities. In carrying out Sector Commander's responsibilities, the Sector Commander shall accomplish the following:
 - (1) Foster and develop a cohesive command. Maintaining good order and discipline, requiring a positive command workplace climate, developing

personnel, performing honors and ceremonies, emphasizing quality of life, and requiring workplace safety.

- (2) Maintain command operational readiness. Ensuring sufficient personnel are available to safely and effectively perform unit missions, ensuring a training program is maintained, ensuring needed equipment is available and operational, ensuring needed logistical support is available, ensuring required infrastructure is maintained, ensuring the flow of information and ensuring that effective safety risk management principles are incorporated into the planning and execution of on- and off-duty evolutions and activities.
 - (3) Oversee command operational performance. Ensuring the economy of command and command effectiveness; requiring safe operations and the continuous evaluation and implementation of lessons learned.
 - (4) Ensure that Sector and units within the Sector AOR are in compliance with all applicable environmental laws, regulations and executive orders. Ensuring all staffs are made aware of their environmental responsibilities.
- e. Air Station Commanding Officer (AIRSTA CO). Responsibilities (for those Sectors with aviation assets and personnel assigned to the Sector OPFAC). In carrying out AIRSTA CO responsibilities, the Sector Commander, if a designated aviator, or the Commanding Officer of air operations if the Sector Commander is not a designated aviator, shall accomplish the following:
- (1) Promote and enforce safe conduct of aircraft operations. Commanding and controlling aviation assets, emphasizing flight safety, ensuring fitness of aircrew personnel, overseeing aircraft maintenance management, and managing risks.
 - (2) Strive for successful mission outcomes. Overseeing aviation mission planning, authorizing flights to meet assigned mission requirements, overseeing aircraft operations, resolving reports of flight violations, and granting clearance for malfunctioning or damaged aircraft.
 - (3) Oversee air crew proficiency. Monitoring the proficiency and training of assigned flight crewmembers.
 - (4) Oversee aviation mishap response. Directing aircraft mishap response, investigation, and resolution.
 - (5) Oversee aviation records and reports maintenance. Promulgating aviation-specific command correspondence, overseeing aviation unit flight pay program, and reviewing aircraft flight records and aviators' flight log books.
- f. Captain of the Port (COTP) Responsibilities. In carrying out COTP responsibilities, the Sector Commander shall accomplish the following:

- (1) Promote and enforce safe operating ports. Directing the enforcement of port/waterways safety laws and regulations, vessel operations safety laws and regulations, cargo safety laws and regulations, Limited Access Areas (LAAs), facility operations safety laws and regulations; and overseeing the administration, operation, and maintenance of Aids to Navigation (ATON) systems.
 - (2) Promote and enforce secure operating ports. Directing the port/waterways and coastal security program; directing the enforcement of vessel operations security regulations, personnel security regulations, cargo security regulations, and facility operations security regulations.
 - (3) Promote and enforce environmental compliant operations. Directing the port/waterways environmental compliance program; directing enforcement of bulk liquid transfer laws and regulations, tank vessel operation laws and regulations, packaged hazardous material operations laws and regulations, pollution prevention laws and regulations, and ocean dumping/incineration laws and regulations.
 - (4) At seaports designated as strategic military or commercial seaports by the Military Surface Deployment and Distribution Command (SDDC) and the National Port Readiness Network (NPRN), COTP's shall chair a local Port Readiness Committee (PRC) and oversee the Coast Guard military outload contingency preparedness program. PRC membership includes local representatives from each NPRN signatory agency and other port stakeholders as determined by the COTP. This committee shall work with the Area Maritime Security Committee to ensure consistency and avoid redundancy.
- g. Federal Maritime Security Coordinator (FMSC) Responsibilities. In carrying out FMSC responsibilities, the Sector Commander shall accomplish the following:
- (1) Coordinate Area Maritime Security Plan (AMSP) and planning efforts. Coordinating Area Maritime Security (AMS) vulnerability assessments; directing development and maintenance of AMS plans, and maintenance of records.
 - (2) Oversee security incident preparation. Coordinating AMS plan exercises and AMS plan evaluations.
 - (3) Oversee security incident response. Coordinating AMS plan activation and incident mitigation activities; facilitating the conduct of investigations.
- h. Officer in Charge Marine Inspections (OCMI) Responsibilities. In carrying out OCMI responsibilities, the Sector Commander shall accomplish the following:
- (1) Oversee the Marine Safety Program in the assigned Marine Inspection Zone (MIZ). Directing vessel inspection programs and shipyard/factory inspections of material and equipment for vessels; supervising the command field activity

training and qualification program; directing maritime investigations; supervising Marine Safety Function of the Marine Information for Safety and Law Enforcement (MISLE) System; and directing enforcement of navigation, vessel inspection, and seamen laws in general.

- (2) Provide Marine Safety Program recommendations to higher authority. Facilitating waivers, exemptions, extensions and appeals requests; and forwarding regulatory compliance issues.
- i. Federal On-Scene Coordinator (FOSC) Responsibilities. In carrying out FOSC responsibilities, the Sector Commander shall accomplish the following:
 - (1) Coordinate Area Contingency Plan (ACP) and planning efforts. Directing the development, maintenance and exercises of contingency plans.
 - (2) Oversee pollution response preparation. Directing pollution event planning coordination and the exercise and evaluation of the ACP.
 - (3) Oversee pollution event response. Evaluating the spill/release and coordinating on-scene response. Making recommendations, and preparing and submitting On-Scene Coordinator (OSC) reports.
 - (4) Oversee pollution event mitigation. Determining the feasibility of removal, ensuring the adequate direction or monitoring of removal, and determining when removal is complete.
- j. Search and Rescue (SAR) Mission Coordinator (SMC) Responsibilities. In carrying out SMC responsibilities, the Sector Commander shall accomplish the following:
 - (1) Oversee SAR preparation. Directing SAR planning coordination, overseeing SAR training, evaluating crew/equipment, and directing SAR plan exercises and SAR plan evaluations.
 - (2) Oversee SAR response. Directing initial mission response and directing/monitoring follow-on mission response.
 - (3) Render decisions to suspend active searches. Briefing the SAR Coordinator and suspending the search.
2. Internal/External Relationships. It is the Commandant's policy to partner with other federal, state, local, tribal, public, and private sector stakeholders to ensure a cooperative approach in addressing operational and maritime safety issues. The Sector Commander should develop and maintain liaison with appropriate levels of personnel from those agencies that have an interest in, or responsibilities within, Coast Guard mission areas. Additionally, the Sector functions as a District unit and, as such, the Sector Commander is expected to serve as the principle Coast Guard spokesperson within the Sector's AOR and should seek all available opportunities to raise the visibility of the Coast Guard. Representative agencies that should be considered for establishing internal DHS and

external (all other federal, state, and local agencies and maritime industry representatives) relationships include, but are not limited to:

- a. Department of Homeland Security (DHS): All agencies
- b. Department of Transportation (DOT): Maritime Administration (MARAD) and the Research and Special Program Administration (RSPA)
- c. Department of Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS)
- d. Department of Commerce (DOC): National Institute of Standards and Technology (NIST), National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), and the National Weather Service (NWS)
- e. Department of Defense (DOD): U. S. Army Corps of Engineers (USACE), Military Sealift Command (MSC), United States Navy (USN), Supervisor of Salvage (SUPSALV), National Geospatial-Intelligence Agency (NGA), U.S. Northern Command (NORTHCOM) and the Surface Deployment and Distribution Command (SDDC)
- f. Department of Energy (DOE): Radiological Assistance Program (RAP)
- g. Department of Health and Human Services (HHS): Centers for Disease Control and Prevention (CDC), National Institute of Occupational Safety and Health (NIOSH), Public Health Service (PHS), and the Agency for Toxic Substances and Disease Registry (ATSDR)
- h. Department of the Interior (DOI): Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Minerals Management Service (MMS)
- i. Department of Justice (DOJ): Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), Office of the Attorney General, U. S. Marshals Service (USMS), and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
- j. Department of Labor (DOL): Occupational Safety and Health Administration (OSHA)
- k. Department of the Treasury: Internal Revenue Service (IRS)
- l. Department of State (DOS)
- m. Environmental Protection Agency (EPA)
- n. Federal Communications Commission (FCC)
- o. General Services Administration (GSA)

- p. National Transportation Safety Board (NTSB)
- q. Classification societies
- r. Coast Guard Resources: Sector Commanders shall also ensure that liaison is established at the appropriate command level with District, Area, and Headquarters units or special teams whose services or resources may be required in performing Sector missions. Representative resources are listed in Appendix D.

3. Succession to Command.

- a. Sector Commanders shall designate in writing and forward to competent authority the succession to command of officers assigned under their supervision, for purposes of command, control, and continuity, in times of emergency, absence for temporary additional duty or leave, or any other time the Sector Commander is unavailable.
- b. Whenever the Sector Commander is not available for duty, the next designated senior commissioned or warrant officer regularly assigned to duty in the Sector shall assume command, unless otherwise designated by the District Commander. If there is no such commissioned or warrant officer available, the District Commander shall designate an enlisted person to assume charge. When an officer or enlisted member succeeds to command, the immediate superior officer and any subordinate units shall be informed.
- c. COTP and OCMI authorities are designated by Commandant and the District Commander, and may not necessarily be conferred upon the next designated senior commissioned or warrant officer.

4. Sector Commander Staff.

- a. Senior Reserve Officer. Under the general direction of the Sector Commander, the Senior Reserve Officer shall:
 - (1) Assist and advise the Sector Commander on technical administration of the Sector reserve program, including all aspects of training and readiness of Reserve forces to support the active Coast Guard during both normal peacetime operations and surges in operations.
 - (2) In concert with the Contingency Planning/Force Readiness Staff, oversee the readiness of Reserve forces attached to the Sector.
 - (3) Qualify to serve as either Sector Commander or Deputy Sector Commander if called upon to fulfill those duties.
 - (4) Coordinate with representatives of Employer Support of the Guard and Reserve (ESGR) and other organizations to resolve civil affairs concerns that result from a reservist's affiliation with the Coast Guard.

- (5) Ensure family readiness education for reservists and their families.
- b. Sector Command Chief and Reserve Command Chief. Under the general direction of the Sector Commander, the Sector Command Chief and Reserve Command Chief shall:
 - (1) Advise and consult with the Sector Commander on the impact of existing or proposed policy changes and potential situations pertinent to the morale and general well-being of Coast Guard personnel and their families. Provide the Sector Commander with an evaluation of the impact on personnel of proposed policy changes.
 - (2) Remain informed concerning current personnel policies, including pay and allowances, morale, welfare, housing, incentive programs, and serve as a source of information about these matters to individual Coast Guard personnel and their families to foster a mutual appreciation of their joint interests on the part of the individual and the command.
 - (3) Provide articles of interest to members of the Coast Guard family via Sector bulletins, the Coast Guard Intranet, or newsletters addressing current programs, opportunities, and policies. Establish alternative means of communicating with active duty, reserve, and dependent personnel outside of the Coast Guard Intranet.
 - (4) Upon invitation, serve as the representative of the Sector Commander in community and civic functions, and accompany the Sector Commander or Deputy Sector Commander to official functions, inspections, and ceremonies. Assist in the reception of official visitors to the command.
 - (5) Seek opportunities to establish professional relationships with other armed forces senior enlisted personnel at DOD units within the Sector AOR.
 - (6) Make frequent visits to Sector units and meet informally with personnel to exchange ideas and disseminate information that affects unit personnel.
 - (7) Through all assigned roles and responsibilities, attempt to increase retention rates in the Coast Guard.
 - (8) Recommend action to correct adverse conditions and improve the quality of life for Coast Guard enlisted personnel within the command.
 - (9) Reinforce the commitment to quality management.
 - (10) Promote good order and discipline by helping the command in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of personnel to promote traditional standards of good order and discipline.

- (11) Help the command to establish a positive climate that is based on personal respect for all members regardless of race, color, religion, gender, age, or national origin within constraints of the law.
- (12) Coordinate Master Chief Petty Officer of the Coast Guard (MCPOCG) and MCPO Reserve Force visits within the Sector.
- (13) Ensure Chiefs' Call to Initiation is conducted within current guidelines from the Master Chief Petty Officer of the Coast Guard.
- c. Flight Safety Officer. Under the direction of the Sector Commander, the Flight Safety Officer shall:
 - (1) Assist and advise the Sector Commander in matters pertaining to flight safety.
 - (2) Serve as a member of the Sector Safety and Environmental Health Committee and the Aircraft Mishap Board.
- d. Auxiliary Sector Coordinator. The Auxiliary Sector Coordinator (ASC) is an experienced Coast Guard Auxiliarist assigned by the Auxiliary District Commodore (DCO) in consultation with the local Director of Auxiliary and the Sector Commander. The ASC works with the Sector to provide immediate input and response to requirements for Auxiliary support and facilitates Auxiliary service to the Deputy Sector Commander IAW COMDTINST M16790.1 (series).

D. Deputy Sector Commander.

- 1. Roles and Responsibilities. Deputy Sector Commanders fill many roles in carrying out their assigned duties as they assist the Sector Commander plan, organize, lead, and control the Sector. Under the direction of the Sector Commander, and in accordance with all applicable laws, regulations, and policies, they serve as the Sector Commander's Senior Advisor and Safety Officer and may serve as the Designated COTP, FMSC, OCMI, FOSC, and SAR SMC. Under the direction of the District Commander, the Deputy Sector Commander also serves as the Acting Senior Coast Guard Representative, Commanding Officer, Alternate COTP, FMSC, FOSC, Acting SAR SMC and OCMI in the Sector Commander's absence. The Deputy Sector Commander is the Sector Commander's Senior Advisor in all matters pertaining to the Coast Guard within the Sector's AOR and shall serve as the Acting Sector Commander in the Sector Commander's absence. Under the general direction of the Sector Commander, and under the general direction of the District Commander when serving as Acting Sector Commander, the Deputy Sector Commander is responsible for the following:
 - a. Coast Guard mission objectives accomplished within the assigned Sector AOR. The Deputy Sector Commander shall assist the Sector Commander with oversight of the full range of Sector prevention, response and logistics processes; shall ensure that all Sector components closely coordinate operations to result in a system of interdependence; shall ensure, the development and maintenance of Sector performance and readiness measures to optimize the operational readiness of all

assigned units and personnel and to foster a shared commitment to mission performance. The Deputy Sector Commander shall assist the Sector Commander with ensuring that the full range of Sector operational and readiness planning is conducted among all Sector components to address contingencies and operational requirements. The Deputy Sector Commander shall assist the Sector Commander with oversight of the professional development of those individuals placed in key leadership positions within the Sector to ensure cross-mission training and the development of desired competencies and experience. While serving in an acting capacity, the Deputy Sector Commander has full responsibility for fulfilling the Sector Commander's roles.

- b. Unified Coast Guard command presence within assigned AOR. Serving as the principal spokesperson within the assigned AOR, seeking opportunities to raise the visibility of the Coast Guard when in an acting capacity and serve as spokesperson within the assigned AOR when so designated by the Sector Commander. The Deputy Sector Commander shall assist the Sector Commander in partnering with other federal (including other Department of Homeland Security (DHS) agencies), state, and local government representatives as well as public and private (e.g. maritime industry representatives) stakeholders to ensure an interdependent approach to addressing maritime threats and vulnerabilities, to realize the rapid sharing of information and intelligence, and to accomplish DHS and Coast Guard goals and objectives. The Deputy Sector Commander shall serve as the designated alternate/acting (as applicable) Captain of the Port (COTP) and Federal Maritime Security Coordinator (FMSC), and, unless they are otherwise delegated or assigned, as the alternate/acting (as applicable) Officer in Charge Marine Inspections (OCMI) and Federal On-Scene Coordinator (FOSC). While serving in an acting capacity, the Deputy Sector Commander has full responsibility for fulfilling the Sector Commander's roles.
- c. Senior Advisor Responsibilities. In carrying out the Senior Advisor responsibilities, the Deputy Sector Commander shall provide expert advice and validated decisions to the Sector Commander by advising the Sector Commander in meeting both mission objectives and internal command objectives.
- d. Safety Officer Responsibilities. In carrying out the Safety Officer responsibilities, the Deputy Sector Commander shall accomplish the following:
 - (1) Oversee occupational/environmental health programs. Promoting Sector safety and environmental health programs; enforcing safety and environmental health laws, regulations, and policies; identifying safety and environmental health violations; and mitigating safety and environmental health violations; and, ensuring that Sector mishaps are reported and investigated.
 - (2) Oversee asset safety oversight and environmental factors. Promoting Sector asset safety and environmental stewardship; enforcing asset safety and environmental laws, regulations, and policies; identifying asset safety and

environmental violations; and mitigating asset safety and environmental violations.

- e. Acting Coast Guard Representative Responsibilities. See Sector Commander Section 2.C.1.c.
 - f. Acting Sector Commander Responsibilities. See Sector Commander Section 2.C.1.d.
 - g. Acting Air Station Commanding Officer Responsibilities. See Sector Commander Section 2.C.1.e.
 - h. Designated Alternate/Acting COTP, FMSC, OCMI, FOSC, and SAR SMC. See Sector Commander Sections 2.C.1.f. through j.
2. Internal/External Relationships. See Sector Commander Section 2.C.2.
3. Deputy Sector Commander Staff – Roles and Responsibilities.
- a. Chief, Contingency Planning/Force Readiness Staff. Under the direction of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, Contingency Planning and Force Readiness is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Contingency Planning/Force Readiness Staff is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Contingency Planning/Force Readiness Staff possess all required professional training and qualifications; to include at a minimum, attendance at a Coast Guard Contingency Planning School and obtainment of a Contingency Preparedness (CP) qualification; ICS 100-300 and any additional position specific qualifications; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required.
 - (2) Effective Sector mission response through preparedness and readiness. Ensuring that all Sector components and DHS components (as applicable) are actively engaged in the cycle of quality preparedness to include development, training, exercise, and execution of Sector plans for readiness, logistics, contingency and emergency preparedness, and other plans (e.g. AMS) as needed for domestic emergencies and regional contingencies. Additionally, the Contingency Planning/Force Readiness Chief is responsible for overseeing the maintenance of plans once they are developed, including the evaluation and refreshment of plans based on exercise results and changes in external factors that might impact operational readiness. The Contingency Planning/Force Readiness Chief is responsible for all required submissions into the Coast Guard

Contingency Preparedness System (CPS), to include Contingency Plans, Concept of Exercises, After Action Reports and Lessons Learned, and Remedial Action Management Program submissions. The Contingency Planning/Force Readiness Chief is also responsible for overseeing standardization, configuration management, and readiness attainment; e.g., Ready for Operations, for all Sector units; the oversight of all operational readiness training programs; the management of Sector Incident Command System (ICS) and Team Coordination Training readiness; the coordination and involvement of the Sector Command, Command Staff, Departments and divisions, and subordinate units in the Contingency Preparedness and Crisis Action Planning (CAP) processes and preparation of Contingency Plans and CAP Orders; and in coordination with the Senior Reserve Officer, the mobilization and demobilization of the Sector Reserve Force and the training of the Sector's Reserve personnel as related to Operational Readiness and Contingency Preparedness.

- (3) Responsibilities. In carrying out these responsibilities, the Chief, Contingency Planning/Force Readiness shall accomplish the following:
 - (a) Coordinate and oversee mission preparedness. Developing readiness measures for the Sector and ensuring the development and effectiveness of contingency plans.
 - (b) Oversee Sector Unit personnel, training as related to contingency and emergency preparedness and operational readiness, and notification to Finance and Supply Division for required equipment, and supply resources.
- (4) Internal/External Relationships. Internal Sector and DHS relationships flow from the responsibilities outlined above. The Sector Planning Staff are required to be actively involved in the Area Maritime Security Committee for coordination of the Area Maritime Security Plan (AMSP), and the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals. These groups include, but are not limited to, federal, state and local emergency planning committees (LEPC), federal, state, and local environmental and security/law enforcement agency groups, disaster relief and preparedness agencies, area DOD military base exercise staffs planning and exercise staffs, and local marine industry.
- b. Contingency Planning/Force Readiness Staff – Duty. Officers, enlisted, and civilians assigned to duty in the Contingency Planning/Force Readiness Staff, working under the direction of the Chief, Contingency Planning/Force Readiness, are responsible for the following:
 - (1) Effective Sector mission response through preparedness and readiness. Ensuring that all Sector components and DHS components (as applicable) are actively engaged in the development, exercise, training, and execution of Sector plans for readiness, logistics, contingency and emergency preparedness, and

other plans as needed for domestic emergencies and regional contingencies. Additionally, the staff is responsible for the maintenance of plans once they are developed, including the evaluation and refreshment of plans based on exercise results and changes in external factors that might impact operational readiness. The staff is also responsible for overseeing the standardization, configuration management, and readiness attainment (e.g. Ready for Operations (RFO)) for the Sector; the oversight of all operational readiness training programs; the management of Sector Incident Command System (ICS) and Team Coordination Training (TCT) readiness; and in coordination with the Senior Reserve Officer, the mobilization and demobilization of the Sector Reserve Force, and the training of the Sector's Reserve personnel as related to Operational Readiness and Contingency Preparedness.

- (2) Responsibilities. In carrying out their responsibilities within the Contingency Planning/Force Readiness Staff, personnel shall accomplish the following:
 - (a) Develop, validate and maintain current Sector contingency and response plans. Integrate risk-based decision making principles into contingency plans, utilizing data from tools such as Maritime Security Risk Analysis Model & Port Security Assessment.
 - (b) Coordinate operational readiness and contingency preparedness exercises. Develop, direct, and evaluate readiness through contingency preparedness, training, seminars, drills, and exercises.
 - (c) Coordinate contingency preparedness and operational readiness training to include training for all contingency and emergency plans, and the Incident Command System (ICS). Developing readiness training plans. Schedule and conduct readiness training, seminars, drills and exercises.
 - (d) Coordinate Reserve Force contingency preparedness and operational readiness with the Senior Reserve Officer, including mobilization/demobilization of Sector Reserve forces and ensure the contingency preparedness and operational readiness of Sector Reserve personnel.
 - (e) Coordinate Unit Ready For Operations (RFO) program. Conducting RFO audits and completing after-action/lessons-learned requirements.
 - (f) Coordinate submittal of applications for the Port Security Grant Program & oversee expenditures of grants funds within AOR in conjunction with Area Maritime Security Committee & applicable plans.
- c. Intelligence Staff. Under the direction and supervision of the Sector Commander and the Deputy Sector Commander, the Chief, Sector Intelligence Staff and assigned staff serve as the primary intelligence support element for all intelligence operations within the Sector and are responsible for the following IAW COMDTINST 3810.5 (series):

- (1) Responsibilities. In carrying out their responsibilities within the Intelligence Staff, personnel shall accomplish the following:
 - a. Manage and oversee Coast Guard intelligence operations within the Sector in accordance with District SOPs.
 - b. Ensure the appropriate sharing of intelligence and law enforcement information among Coast Guard commands, DHS, and other Federal Intelligence Community agencies in accordance with applicable law and policy. Remain cognizant of developments in neighboring Sectors and coordinate shared intelligence issues with counterparts.
 - c. Provide national, area, and field-level intelligence reporting, culling the intelligence and information that is relevant for the Sector and interpreting/tailoring it to meet Sector needs, and advocate for additional intelligence production when Sector requirements are not being met.
 - d. Provide for the collection, evaluation, reporting, and dissemination of operational intelligence and law enforcement information essential to Sector mission execution.
 - e. Support first-level analysis by providing raw reporting to the District Intelligence Staff and Maritime Intelligence Fusion Center.
 - f. Coordinate and oversee the activities of any servicing Field Intelligence Support Team (FISTs) and/or any Command Intelligence Officers (CIOs) assigned to Sector sub-units IAW COMDTINST 3821.16 (series), ensuring Sector, Area/District, Service and national intelligence requirements are fully met and reported in accordance with current law and policy.
 - g. Carry out other applicable duties contained within classified directives and publications/manuals.
- (2) Internal/External Relationships. Internal Sector and DHS relationships flow from the responsibilities outlined above. To enhance the sharing of information and the leveraging of resources, the Sector Intelligence Staff should be engaged in interagency task forces and dialog with Coast Guard Investigative Service (CGIS) agents and local law enforcement agencies. These agencies include, but are not be limited to, the Joint Terrorism Task Force (JTTF), Anti-Terrorism Task Force (ATTF), Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF), local and state police agencies, and the Port Readiness Committee. To avoid duplication of effort, close coordination with the Response and Prevention Departments is required.
- d. Servicing Intelligence Units/Field Intelligence Support Team (FIST). The FIST shall function and perform duties and responsibilities as described in Field Intelligence

Support Teams, COMDTINST 3831.10A (series) and FIST Tactics, Techniques, and Procedures Manual COMDTINST M3800.3.

- e. Sector Command Center. The Sector Command Center (SCC) serves an operations integration and coordination function and is located organizationally to support Response and Prevention Departments equally. For example, in the event of a search and rescue response, the SCC supports the Response Department. Likewise, it supports the Prevention Department during a major marine event. The SCC includes a continuously staffed command and control watch that has sole responsibility for monitoring and coordinating all Coast Guard operations in the Sector. Refer to Command Center Manual (CCM), COMDTINST M3120.20 (series) for detailed responsibilities of Sector Command Centers.
- f. Chief, SCC. Under the direction and supervision of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, SCC is responsible for the following:
 - (1) Readiness to perform. Ensuring that SCC watchstanders are ready to perform their operational activities by providing them with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the SCC possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Operational command, control, coordination, communications, intelligence, sensor analysis, and data mining (C4ISM) coordination in the Sector's AOR. Ensuring that C4ISM are coordinated within the Sector's AOR 24 hours a day, seven days a week. This includes the maintenance and operation of all voice and data communications capabilities, coordination with other Sector components, coordination with federal, state, and local operations centers within the Sector's AOR, and issuing appropriate Notice to Mariners, Situation Reports (SITREP), Marine Information for Safety and Law Enforcement (MISLE) entries and Security Alerts.
 - (3) Mission Response Coordination in Sector AOR. Ensuring the Sector Command Center dispatches, monitors, and tasks all assigned resources in the conduct of all security, Search and Rescue (SAR), law enforcement (LE) and environmental responses and any other missions within the Sector AOR; that other Sector components are kept aware of ongoing operations; and ensuring compliance with all guidance and direction from the Sector Response and Prevention departments is complied with.

- (4) Maritime Domain Awareness in the Sector's AOR. Ensuring Maritime Domain Awareness (MDA) through a Common Operating Picture (COP) and Common Intelligence Picture (CIP) by monitoring, analyzing, evaluating, and responding to data provided by all available sensors and systems for potential threats to people and property in the Sector AOR. This includes maintaining a current display of the readiness status of all pertinent Coast Guard and non-Coast Guard assets, including vessels, boats, aircraft, communications equipment and people in the Sector's AOR and maintaining accessible real-time waterways management data.
- (5) Responsibilities. In carrying out these responsibilities, the SCC Chief shall accomplish the following and comply with the CCM (COMDTINST M3120.20):
 - (a) Oversee SCC administration. Managing personnel, training, equipment, and supply resources.
 - (b) Oversee SCC operations. Evaluating SCC activities and ensuring SCC effectiveness.
- (6) Internal/External Relationships. Internal Sector and DHS relationships and external relationships flow from the responsibilities outlined above. Close coordination of these relationships is required with other Sector staffs and departments to avoid duplicating efforts.
- (7) Classified Material Security. The Supervisor, SCC shall coordinate with the Classified Material Control Officer (CMCO) to exercise control over all classified publications and material issued to the command, in accordance with the current regulations, orders and instructions. This includes requiring strict observance of all regulations, orders, and instructions pertaining to the security of classified documents, material, and information.
- g. Communications Supervisor, SCC. Under the direction of the SCC Chief, the Communication Supervisor, SCC is responsible for the organization, supervision and coordination of the Sector's communications in addition to management of connected internal radio systems. As an advisor to the sector command on all communications matters, the Communications Supervisor, SCC must be cognizant of all communications annexes of operational plans affecting the mission of the command and must maintain familiarity with communications publications.
- h. SCC watchstanders. SCC watchstanders working under the direction of the SCC Chief are responsible for the following:
 - (1) Operational command, control, coordination, communications, intelligence, sensor analysis, and data mining (C4ISM) coordination in the Sector's AOR. Ensuring that C4ISM is coordinated within the Sector Area of Responsibility (AOR) 24 hours a day, seven days a week. This includes the maintenance and

operation of all voice and data communications capabilities, coordination with other Sector components, coordination with federal, state, and local operations centers within the Sector AOR, and issuing appropriate Notice to Mariners, Situation Reports (SITREP) and Security Alerts. Maintain proficiency in MISLE and Search and Rescue Optimal Planning System (SAROPS).

- (2) Mission response coordination in the Sector's AOR. Ensuring that the Sector SCC dispatches, monitors, and tasks all assigned resources in the conduct of all mission responses within the Sector's AOR; that other Sector components are kept aware of ongoing operations; and ensuring compliance with guidance and direction from the Sector Response and Prevention departments.
- (3) Maritime Domain Awareness (MDA) in the Sector's AOR. Ensuring MDA through a Common Operating Picture (COP) by monitoring, analyzing, evaluating, and responding to data provided by all available sensors and systems for potential threats to people and property in the Sector AOR. This includes maintaining a current display of the readiness status of all pertinent Coast Guard and non-Coast Guard assets, including vessels, boats, aircraft, communications equipment and people in the Sector's AOR and maintaining accessible real-time waterways management data.
- (4) Responsibilities. In carrying out these responsibilities, SCC watchstanders shall accomplish the following:
 - (a) Coordinate effective response efforts. Evaluating the response action and coordinating response activities including sizing up response activities and understanding when activities exceed SCC capabilities (type 4 incident evolving to a type 3 or type 2 incident) and will require ICS Incident Management Team (IMT) activation to manage the larger incident (e.g., activating the contingency WQSB for that incident). IMT activation, in accordance with ICS principles, could mean activating one person or a full IMT depending on the magnitude or projected duration of the incident.
 - (b) Coordinate effective mitigation efforts. Directing mission response and providing advice on case suspension.
 - (c) Ensure Maritime Domain Awareness (MDA). Collecting, analyzing, and disseminating information and maintain awareness of pertinent intelligence issues on all activities and elements that threaten the safety, security, or environment in the U.S. Maritime Domain; and preparing the Common Operational Picture (COP).
 - (d) Provide unified command and control. Ensuring integrated conduct of operations and coordinated leveraging of maritime partner relationships, providing feedback/input, and coordinating employment of assets and capabilities within AOR.

- (e) Maintain Ports, Waterways and Coastal Management Data. Maintaining accessible data on maritime activities and incidents, and developing and promulgating appropriate Notice to Mariners, UMIB and Security Alerts.
- (f) Maintain and Operate Voice and Data Communication Systems. Managing various communications equipment, responding to various distress alerts, and providing communications support within SCC or in support of AOR response actions.
- (g) Manage information security. Obtaining access to the use of databases and information and managing the locally developed situation display.

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CHAPTER 3. DEPARTMENTS/SUBORDINATE UNITS

A. Overview and Organization Chart.

1. Overview. Each Coast Guard Sector shall have a Prevention Department, a Response Department, and a Logistics Department.
 - a. Prevention Department. The Prevention Department's function focuses on gaining compliance with regulatory standards, determining marine casualty causal factors and the design and maintenance of waterway systems to prevent incidents and facilitation of MTS recovery and resumption of trade. Prevention requires expertise in the technical understanding and practical conduct of verification inspections of vessels, facilities and containers, maritime investigations, enforcement of waterway safety and security standards, and waterway analyses.
 - b. Response Department. The Response Department's function focuses on command and control activities associated with incident response and/or security enforcement. Response requires proficiency in high tempo command, control and communications processes, and the exercise of response and security enforcement expertise to accomplish incident command and crisis management.
 - c. Logistics Department. The Logistics Department's function focuses on providing the capability for conducting response and prevention activities through the coordinated balance between asset maintenance and availability, personnel preparation and provisioning, and the financial aspects of planned and unscheduled operations.
2. Organization Chart. Figure 3.A.1 below shows the organization chart for the Sector Departments/Subordinate Units.

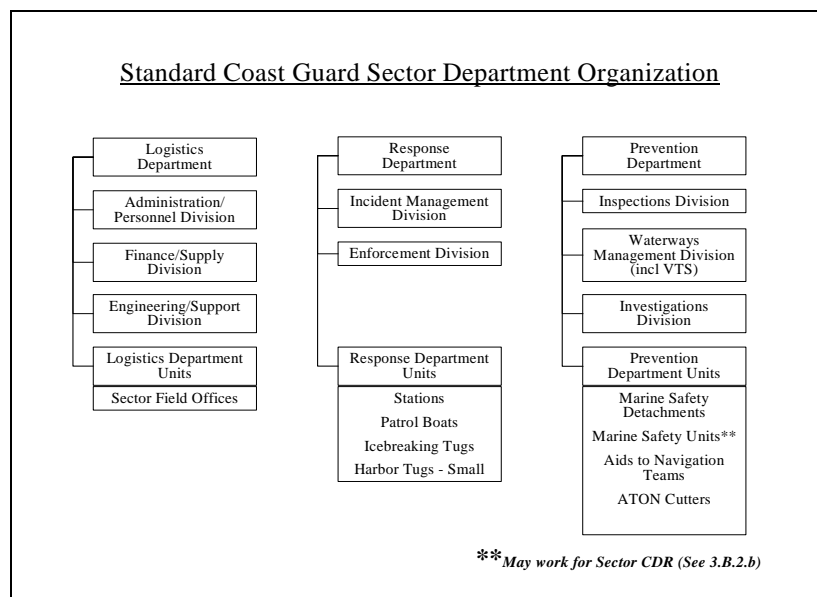


Figure 3.A.1. Standard Sector Department Organization

B. Prevention Department.

1. Organization Chart. Figure 3.B.1 below shows the organization chart for the Prevention Department.

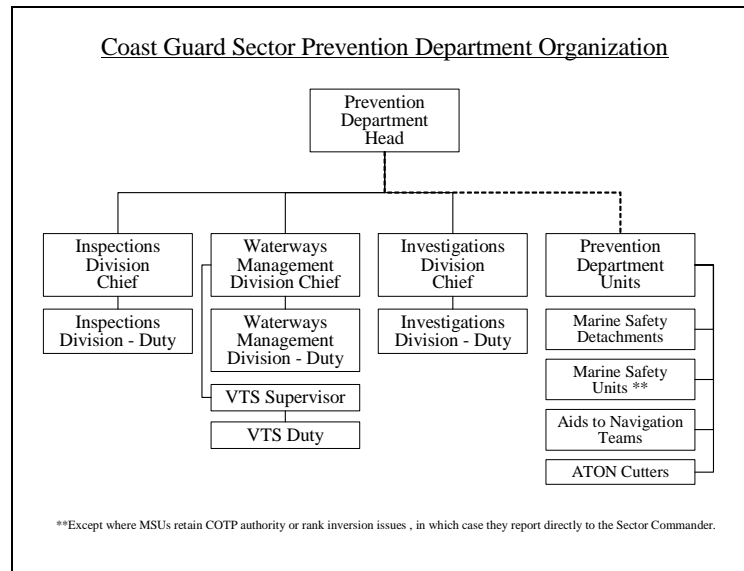


Figure 3.B.1. Prevention Department Organization

2. Chief, Prevention Department - Roles and Responsibilities. Under the direction of the Sector Commander and the Deputy Sector Commander and in accordance with all applicable laws, regulations, and policies, the Chief, Prevention Department is responsible for the following:
 - a. Readiness to perform. Ensuring that the Prevention Department is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Prevention Department possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - b. Prevention of maritime casualties, accidents, and security incidents in the Sector's Area of Responsibility (AOR). Managing all Sector prevention and compliance units/sub-units not under the direct oversight of the District, including all Aids to Navigation Teams (ANTs); Aids to Navigation (ATON) cutters; Marine Safety Units (MSUs), except where they retain COTP/OCMI authority or there is a rank inversion, in which case they report directly to the Sector Commander; and Marine Safety Detachments (MSDs). This management also includes risk assessment and operational support as needed. The Chief, Prevention Department coordinates with

- the Response Department and other Sector elements to ensure Sector unity of effort and to conduct tactical prevention mission planning, including but not limited to commander's intent, concept of operations, execution, monitoring, and feedback and includes ensuring Prevention Department personnel are prepared and trained for assigned ICS IMT/WQSB duties. The Chief, Prevention Department coordinates with other Department of Homeland Security (DHS) agencies, the Coast Guard Auxiliary, and other maritime stakeholders to accomplish departmental goals and objectives and to ensure the continuity of safety, security, and environmental protection prevention operations.
- c. Regulatory, safety, security, and environmental protection compliance in regulated communities in the Sector's AOR. Directing the management and oversight of the regulatory and inspection elements of the Coast Guard's safety, security, and environmental protection responsibilities to ensure overall compliance with US laws, regulations, policy as well as International Treaties in regulated communities, including, but not limited to, U. S. and foreign flag vessel inspections, facility inspections (fixed, mobile, and offshore structures), container inspections, aquatic nuisance species, Recreational Boating Safety (RBS), un-inspected vessel safety, and the Maritime Transportation Security Act (MTSA) of 2002.
 - d. Effective and efficient movement of commerce and access to navigable waterways in the Sector's AOR. Directing the management and oversight of the system design, constituent interface, and regulatory elements of the Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce and access to navigable waterways. Authorities and responsibilities extend to Aids to Navigation (ATON), Limited Access Areas (LAA), marine event permitting, ice operations, Waterway Analysis Management Study (WAMS)/ Ports and Waterways Safety Assessment (PAWSA), Vessel Traffic Services (VTS).
 - e. Coast Guard maritime investigation responsibilities conducted in the Sector's AOR. Directing the conduct, management, and oversight of the Coast Guard's maritime investigation responsibilities in the Sector AOR. Responsibilities include investigating deaths, injuries, property loss, and environmental damage to determine the associated human performance, equipment, and environmental causal factors; investigating merchant mariner negligence, misconduct, incompetence, and dangerous drug use leading to appropriate remedial suspension or revocation actions; investigating criminal and civil offenses for assessment of civil penalties or referral for criminal prosecution, and analyzing trends and risks in the maritime industry.
 - f. Responsibilities. In carrying out these responsibilities, the Chief, Prevention Department shall accomplish the following:
 - (1) Oversee department administration. Managing personnel, training, equipment, and supply resources.

- (2) Oversee department operations. Managing support and training for subordinate units and coordinating the department's strategic and tactical planning efforts and execution.
 - (3) Ensuring all U. S. and foreign flagged vessels and facilities comply with all applicable U. S. laws and regulations and/or international treaties, conventions, standards and regulations.
 - (4) Oversee safe waterway navigation. Administering and overseeing the programs associated with deepwater ports, short range aids to navigation, and ice operations; directing enforcement of Limited Access Areas (LAAs).
 - (5) Direct environmental compliance. Ensuring vessel and facility compliance with all applicable U. S. laws and regulations and/or international treaties, conventions, standards, and regulations.
 - (6) Direct maritime investigations. Ensuring maritime investigations are conducted in accordance with all applicable U.S. laws, regulations and policies.
3. Internal/External Relationships. Cooperative consultations with members of the maritime industry and interested agencies are essential to foster positive relations and promote the objectives of the Sector. The Chief, Prevention Department must consider many elements, agencies, and groups affecting the safety and activity levels within the Sector's Area of Responsibility (AOR) and shall ensure effective liaison with representatives of these and other interests as required. These include, but are not limited to:
 - a. Agencies and groups based on the geographic arrangement and character of waters and facilities within the marine inspection zone.
 - b. Federal agencies having specific responsibilities relative to marine inspection, investigations, commercial fishing, and waterways management. These agencies include, but are not limited to, the Environmental Protection Agency (EPA), U. S. Navy (USN), U. S. Army Corps of Engineers (USACE), National Oceanic and Atmospheric Administration (NOAA), and Occupational Safety and Health Administration (OSHA).
 - c. State and local enforcement, safety and environmental agencies whose activities impact upon marine inspection, commercial fishing, investigations and waterways management. These agencies include, but are not limited to state occupational safety and health agencies, harbormasters, marine divisions of state police, environmental, fish and wildlife agencies, commercial fisheries regulatory agencies, and fire departments.
 - d. Shipping companies and their personnel.
 - e. Equipment factories and their personnel.
 - f. Shipping terminals and other waterfront facilities and their operators.

- g. Shipyards and repair facilities.
 - h. Entities that provide port services, such as port authorities, pilots, shipping agents, longshoremen's and maritime unions and their officers.
 - i. Classification societies and the National/International Cargo Bureau.
 - j. Local waterways groups as applicable.
 - k. Environmental action groups.
 - l. Entities involved in commercial fishing such as suppliers, processing plants, ice-houses, fishery organizations, and informal commercial fishing groups.
 - m. Coast Guard Resources: The Chief, Prevention Department shall also ensure that liaison is established at the appropriate command level with District, Area, and Headquarters units or special teams whose services or resources may be required in performing Sector missions. Representative resources are listed in Appendix D.
 - n. The Prevention Department is required to be actively involved in contingency planning efforts including engagement with the Area Maritime Security Committee, the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals.
4. Prevention Department Staff – Roles and Responsibilities. The Prevention Department Staff consists of the Inspections Division, the Waterways Management Division, the Investigations Division, and Prevention Units. Their roles and responsibilities are described below.
- a. Chief, Inspections Division. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, international treaties, and policies, the Chief, Inspections Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Inspections Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Inspections Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Regulatory safety, security, and environmental protection compliance in regulated communities in the Sector's AOR. Directing the management and

oversight of the regulatory and inspection elements of the Coast Guard's safety, security, and environmental protection responsibilities in the Sector's AOR to ensure overall compliance with US laws, regulations, policy as well as International Treaties in regulated communities, including, but not limited to, U. S. and foreign flag vessel inspections, facility inspections (fixed, mobile, and offshore structures), container inspections, aquatic nuisance species, Recreational Boating Safety (RBS), un-inspected vessel safety, and the Maritime Transportation Security Act (MTSA) of 2002.

- (3) Responsibilities. In carrying out these responsibilities, the Chief, Inspections Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advising the Chief, Prevention Department, COTP, OCMI, and FMSC in meeting mission, internal command, and department objectives.
 - (c) Manage the Sector's inspection program. Managing inspection programs for U. S. and foreign flag vessels, security, and facilities.
 - (d) Maintain reports, logs, and paperwork. Ensuring the completion and proper records management of all required reports, logs, and paperwork.

b. Inspections Division – Duty. Those officers assigned to duty in the Inspections Division are assigned to one or more of the three specialty areas: Vessel Inspector, Facility Inspector, and Container Inspector. Under the direction of the Chief, Inspections Division, Duty personnel are responsible for the following:

- (1) Ensuring regulatory safety, security, and environmental protection compliance in regulated communities in the Sector's AOR. Conducting the Coast Guard's safety, security, and environmental protection responsibilities in the Sector's AOR to ensure overall compliance with US laws, regulations, policy as well as International Treaties in regulated communities, including, but not limited to, U. S. and foreign flag vessel inspections, facility inspections (fixed, mobile, and offshore structures), transfer operations, container inspections, aquatic nuisance species, Recreational Boating Safety (RBS), un-inspected vessel safety, and the Maritime Transportation Security Act (MTSA) of 2002.
- (2) Vessel Inspector Responsibilities. In carrying out their responsibilities within the Inspections Division, Vessel Inspectors shall accomplish the following:
 - (a) Promote and enforce safe U. S. and foreign flag vessel transit and operations. Reviewing and examining all required documents, certificates, and records; and inspecting vessel integrity and all safety systems, operations, machinery, equipment, and spaces, and conducting, observing, and evaluating required drills.

- (b) Promote and enforce secure vessel operations. Performing U. S. and foreign flag vessel security targeting and vessel security examinations; and performing at sea, pier side, and International Ship and Port Facility Security Code (ISPS)/MTSA Boardings.
- (3) Facility Inspector Responsibilities. In carrying out their responsibilities within the Inspections Division, Facility Inspectors shall accomplish the following:
 - (a) Promote and enforce safe facility operations and ensure consistent enforcement throughout the AOR.
 - (b) Review and examine all required documents, certificates, and oil spill response plans; and inspect facility transfer equipment requirements, containers, and facility operations at waterfront, liquefied natural gas, deepwater ports, and applicable MARPOL reception facilities.
 - (c) Promote compliance with regulations and oversee programs to monitor oil transfer and hazardous cargo operations to prevent spills and accidents.
 - (d) Conduct harbor patrols to detect unsafe port and conditions, oil and hazardous substance spills, and compliance with pollution prevention regulations.
- (4) Container Inspector Responsibilities: In carrying out their responsibilities within the Inspections Division, Container Inspectors shall accomplish the following:
 - (a) Administer the Container Inspection Program and ensure consistent enforcement throughout the AOR.
 - (b) Ensure the safe handling, transfer, transport, and management of military/commercial explosives, radioactive materials, and packaged hazardous materials.
- c. Chief, Waterways Management Division. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Waterways Management Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Waterways Management Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Waterways Management Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support

required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Effective and efficient movement of commerce and access to navigable waterways in the Sector's AOR. Directing the management and oversight of the system design, constituent interface, and regulatory elements of the Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce and access to navigable waterways. Authorities and responsibilities extend to Aids to Navigation (ATON), Limited Access Areas (LAA), marine event permitting, ice operations, Waterway Analysis Management Study (WAMS)/ Ports and Waterways Safety Assessment (PAWSA), and Vessel Traffic Services (VTS).
- (3) Responsibilities. In carrying out these responsibilities, the Chief, Waterways Management Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advising the Chief, Prevention Department, and COTP in meeting mission, internal command, and department objectives.
 - (c) Manage vessel movements. Coordinating and supervising port monitoring and port operations activities.
 - (d) Maintain reports, logs, and paperwork. Ensuring the completion and proper records management of all required reports, logs, and paperwork.
- d. Waterways Management Division – Duty. Officers assigned to duty in the Waterways Management Division, working under the direction of the Chief, Waterways Management Division, are responsible for the following:
 - (1) Effective and efficient movement of commerce and access to navigable waterways in the Sector's AOR. Managing and overseeing the system design, constituent interface, and regulatory elements of the Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce and access to navigable waterways. Authorities and responsibilities extend to Aids to Navigation (ATON), Limited Access Areas (LAA), marine event permitting, ice operations, Waterway Analysis Management Study (WAMS)/ Ports and Waterways Safety Assessment (PAWSA), Vessel Traffic Services (VTS), and Harbor Safety Committee.
 - (2) Responsibilities. In carrying out their responsibilities within the Waterways Management Division, personnel shall accomplish the following:
 - (a) Conduct ports, waterways, and coastal monitoring and surveillance. Managing vessel movements and associated information.

- (b) Manage Limited Access Areas. Monitoring Limited Access Areas (LAA) and disseminating associated information.
 - (c) Managing port operations and monitoring the port access control system (PACS).
 - (d) Administer ATON system. Collecting, managing, and disseminating waterway and vessel movement information
 - (e) Coordinate marine event planning. Coordinating marine event patrols as directed by the COTP.
- e. Vessel Traffic Services (VTS) Director. Under the guidance of the Chief, Waterways Management Division and in accordance with all applicable laws, regulations, and the National VTS Standard Operating Procedures, COMDTINST M16630.3 (series) and Marine Safety Manual, Vol. VI, Chapter 4, Vessel Traffic Management, the VTS Director is responsible for the following:
- (1) Readiness to perform. Ensuring that the Vessel Traffic Center (VTC) is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the VTC possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Maintaining liaison with the VTS Program Manager to ensure alignment with VTS Program goals.
 - (3) Effective and efficient movement of commerce in the Sector's AOR. Directing the management and oversight of the constituent interface elements of the Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce.
 - (4) Responsibilities. In carrying out these responsibilities, the VTS Director shall accomplish the following:
 - (a) Oversee VTC administration. Managing personnel, training, equipment, and supply resources.
 - (b) Oversee VTC operations. Supervising VTS port monitoring and surveillance activities, and maximizing VTS participation.

- (c) Maintain reports, logs, instructions and routine paperwork. Ensuring the completion, maintenance, and proper disposition of all required reports, logs, and paperwork.
 - (d) Develop and maintain the VTS' Internal Operating Procedures (IOP).
- f. VTS - Duty. Personnel assigned to duty in the VTC, working under the direction of the VTS Director and in accordance with the National VTS Standard Operating Procedures, COMDTINST M16630.3 (series), are responsible for the following:
 - (1) Effective and efficient movement of commerce in the Sector's AOR. Managing and overseeing the constituent interface elements of the Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce.
 - (2) Responsibilities. In carrying out these responsibilities within the VTC, personnel shall accomplish the following:
 - (a) Maximize the safe, available, and efficient use of the waterways. Manage vessel movement and respond to emergencies.
 - (b) Port surveillance. Monitor vessels in the AOR and conduct surveillance operations.
 - (c) Communicate with VTS customers. Collect and disseminate waterway information to all customers.
 - (d) Supplement SCC operations. Provide information and assistance to the SCC watch(s).
 - (e) Administer the watch. Conduct an efficient and effective VTC watch.
- g. Chief, Investigations Division. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Investigations Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Investigations Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Investigations Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Coast Guard maritime investigation responsibilities conducted in the Sector's AOR. Directing the conduct, management and oversight of the Coast Guard's maritime investigation responsibilities in the Sector AOR; this includes (but is not limited to) marine casualty investigation; marine pollution investigation; investigations of negligence, misconduct, incompetence, or use of dangerous drugs, and violations of laws or regulations by Coast Guard licensed and documented personnel; Suspension and Revocation (S&R) proceedings, civil penalty investigations, and administrative clemency.
- (3) Responsibilities. In carrying out these responsibilities, the Chief of the Investigations Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advising the Chief, Prevention Department, COTP, and OCMI in meeting mission, internal command, and department objectives.
 - (c) Oversee incident/report of violations management. Ensuring effective investigation and developing stakeholder relationships.
 - (d) Maintain reports, logs, and paperwork. Ensuring complete reports and paperwork are prepared and submitted.
 - (e) Ensure Investigating Officers follow all current MISLE data entry policy when entering incident investigations and enforcement activities and ensure an appropriate level of review is conducted upon their completion.
- h. Investigations Division – Duty. Those officers assigned to duty in the Investigations Division are assigned to one or more of the four specialty areas: Marine Casualty Investigator, Marine Pollution Investigator, Suspension and Revocation Investigator, and Maritime Enforcement Investigator. Under the direction of the Chief, Duty personnel are responsible for the following:
 - (1) Coast Guard maritime investigation responsibilities conducted in the Sector's AOR. Conducting, managing, and overseeing the Coast Guard's maritime investigation responsibilities in the Sector's AOR. This includes (but is not limited to) marine casualty investigation; marine pollution investigation; investigations of negligence, misconduct, incompetence, or use of dangerous drugs and alcohol, and violations of laws or regulations by Coast Guard licensed and documented personnel; Suspension and Revocation (S&R) proceedings, civil penalty investigations, and administrative clemency.
 - (2) Marine Casualty Investigator Responsibilities. In carrying out their responsibilities within the Investigations Division, Marine Casualty Investigators shall accomplish the following:

- (a) Conduct marine casualty investigations. Generating incident timeline and conducting causal/human error analysis.
 - (b) Complete marine casualty investigation reports. Drawing and recording conclusion, developing safety recommendations/alerts, and coordinating violation analysis.
- (3) Marine Pollution Investigator Responsibilities. In carrying out their responsibilities within the Investigations Division, Marine Pollution Investigators shall accomplish the following:
 - (a) Conduct marine pollution incident investigations. Generating incident timeline and conducting causal/human error analysis.
 - (b) Complete marine pollution investigation reports. Drawing and recording conclusion, developing safety recommendations/alerts, and conducting violation analysis.
- (4) Suspension and Revocation Investigator Responsibilities. In carrying out their responsibilities within the Investigations Division, Suspension and Revocation Investigator shall accomplish the following:
 - (a) Conduct maritime personnel investigations. Generating incident timeline, conducting error analysis, drawing and recording conclusions, and conducting violation analysis.
 - (b) Participate in suspension and revocation hearing proceedings. Responding to complaint answer, participating in the hearing, and completing after action requirements.
- (5) Maritime Enforcement Investigator Responsibilities. In carrying out their responsibilities within the Investigations Division, Maritime Enforcement Investigators shall accomplish the following:
 - (a) Conduct Civil penalty investigations.
 - (b) Recommend and pursue enforcement actions for non-compliance with federal regulations and statutes.
- i. Prevention Units. The following applicable units within the Sector's AOR work under the Prevention Department.
 - (1) Marine Safety Units (MSUs), except where the MSUs retains COTP authority or in cases of rank inversion (i.e. MSU CO senior to Prevention DH) in which case the MSU CO will report directly to the Sector Commander.
 - (2) Marine Safety Detachments (MSDs) (if applicable)
 - (3) Aids to Navigation Teams (ANTs)

(4) Aids to Navigation (ATON) cutters (if applicable)

C. Response Department.

1. Organization Chart. Figure 3.C.1 below shows the organization chart for the Response Department.

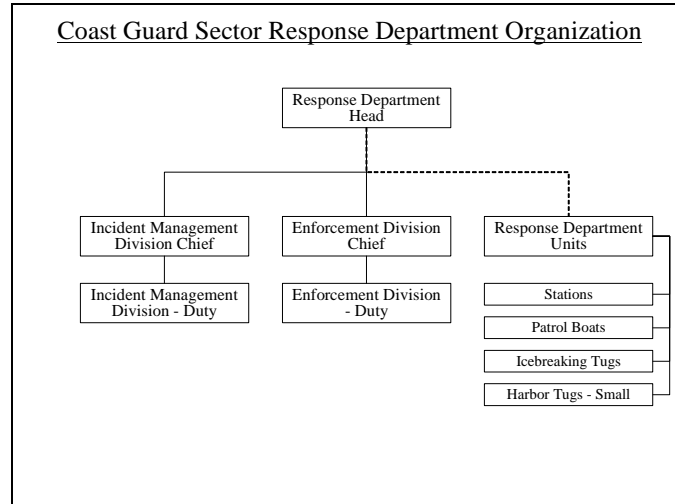


Figure 3.C.1. Response Department Organization

2. Chief, Response Department - Roles and Responsibilities. Under the direction of the Sector Commander and the Deputy Sector Commander and in accordance with all applicable laws, regulations, and policies, the Chief, Response Department is responsible for the following:
 - a. Readiness to perform. Ensuring that the Response Department is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Response Department possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions. The Chief, Response Department is also responsible for directing, overseeing, and providing risk assessment and operational support to all Sector response units/sub-units, including stations, patrol boats and some icebreakers.
 - b. Effective Sector mission response to all incidents in the Sector's AOR. Directing the execution of all of the Sector's SAR; pollution and all hazard incident; and security incident response operations to ensure Sector unity of efforts; includes serving as SAR Mission Coordinator (SMC) (if designated by the Sector Commander); the coordination of all Sector assets; e.g., Prevention Department, Intelligence, and Command Center elements, to conduct response planning (including, but not limited to, addressing commander's intent, concept of operations, execution, monitoring, and

- feedback) and includes serving as type 3 Incident Commander (unless this is assumed by the Sector Commander) or type 3 Planning or Operations Section Chief and for coordination of type 3 IMT's (as per the contingency plan WQSBs) for various incidents that may occur; coordination with other Department of Homeland Security (DHS) and with other federal, state, and local partners to jointly respond and mitigate the effects of maritime threats and vulnerabilities; and coordination with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations.
- c. Effective Sector enforcement operations in the Sector's AOR. Directing the execution of the following missions: Marine Safety, Living Marine Resources, Illegal Drug Interdiction, Undocumented Migrant Interdiction, Other Law Enforcement, PWCS, and Defense Readiness operations to ensure Sector unity of efforts. This includes coordinating all Sector assets; e.g., Prevention Department, Intelligence, and Command Center elements to conduct mission planning (including, but not limited to, addressing commander's intent, concept of operations, execution, monitoring, and feedback) and coordination with other DHS agencies and with other federal, state, and local partners to jointly mitigate the effects of maritime threats and vulnerabilities.
 - d. Responsibilities. In carrying out these responsibilities, the Chief, Response Department shall accomplish the following:
 - (1) Oversee department administration. Managing personnel, training, equipment, and supply resources.
 - (2) Oversee department operations. Managing support and training for subordinate units and coordinating the department's tactical planning efforts and execution.
 - (3) Oversee ELT/regulatory compliance and security. Directing the Sector's security and law enforcement operations, coordinating major or multi-Sector security and law enforcement operations, and administering the department's Law Enforcement and SAR functions of the Marine Information for Safety and Law Enforcement (MISLE) program.
 - (4) Oversee incident management response. Directing the Sector's incident response operations and coordinating major or multi-Sector incident response operations for non-routine incidents.
3. Internal/External Relationships. The Chief, Response Department must carefully consider many elements and interests affecting port safety and security and ensure liaison with all interested parties. Relationships with all federal, foreign (where applicable, see applicable guidance (e.g. LANTAREAINST 5000.5)), state, and local agencies, and commercial or civic groups involved in or with interests in SAR, Marine Safety, LMR, Illegal Drug Interdiction, Undocumented Migrant Interdiction, Other LE, PWCS, and Defense Readiness should be established and continuously fostered. Close coordination

with the Chief, Prevention Department and Sector staff elements is necessary to prevent duplication of effort. These elements and parties include but are not limited to:

- a. Agencies and groups based on the geographic arrangement and character of waters and facilities within the COTP zone.
- b. Federal agencies having specific responsibilities relative to port and environmental safety (PES) and marine environmental response (MER). These agencies include the Environmental Protection Agency (EPA), U. S. Navy, U. S. Army Corps of Engineers (USACE), National Oceanic and Atmospheric Administration (NOAA), Occupational Safety and Health Administration (OSHA), and U. S Customs and Border Protection (CBP).
- c. Federal, state, and local enforcement, safety and environmental agencies whose activities impact upon PES/MER. These agencies include Drug Enforcement Agency (DEA), Federal Bureau of Investigation (FBI), boating law administrator, harbormasters, marine divisions of state police, environmental, fish and wildlife agencies, and fire departments.
- d. Environmental action groups.
- e. Regional Response Team (RRT).
- f. Department of Homeland Security (DHS): All agencies.
- g. Department of Commerce (DOC): National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), and the National Weather Service (NWS).
- h. Department of Defense (DOD): All agencies where applicable to response operations and defense/Maritime Defense Zone (MDZ) operations.
- i. Department of the Interior (DOI): Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Minerals Management Service (MMS).
- j. Department of Justice (DOJ): Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), Office of the Attorney General, U. S. Marshals Service (USMS) and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).
- k. Department of the Treasury.
- l. Department of State (DOS).
- m. Environmental Protection Agency (EPA).
- n. Federal Communications Commission (FCC).

- o. National Transportation Safety Board (NTSB).
 - p. Area Committee and member agencies.
 - q. Coast Guard Resources: Chief, Response Department shall also ensure that liaison is established at the appropriate command level with District, Area, and Headquarters units or special teams whose services or resources may be required in performing Sector missions. Representative resources are listed in Appendix E.
 - r. The Response Department is required to be actively involved in contingency planning efforts including engagement with the Area Maritime Security Committee, the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals.
4. Response Department Staff – Roles and Responsibilities. The Response Department staff consists of the Incident Management Division, the Enforcement Division, and Response Units. Their roles and responsibilities are described below.
- a. Chief, Incident Management Division. Under the direction and supervision of the Chief, Response Department and in accordance with all laws, regulations, and policies, the Chief, Incident Management Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Incident Management Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Incident Management Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Effective Sector mission response to all incidents in the Sector's AOR. Directing and/or coordinating the execution of all Sector SAR; pollution and all hazard incident; and security incident response operations to ensure Sector unity of efforts; coordinating with other Department of Homeland Security (DHS), federal, state, and local partners to jointly respond and mitigate the effects of maritime threats and vulnerabilities; and coordinating with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations.
 - (3) Responsibilities. In carrying out these responsibilities, the Chief, Incident Management Division shall accomplish the following:

- (a) Oversee division administration. Managing personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advising the Chief, Response Department, COTP, FMSC, SMC, and FOSC in meeting mission, internal command, and department objectives.
 - (c) Oversee port, waterway and SAR response using ICS as appropriate. Developing stakeholder relationships and ensuring effective response actions.
 - (d) Oversee port, waterway and coastal environmental/all hazard response using ICS as appropriate. Developing stakeholder relationships and ensuring effective interagency response actions.
 - (e) Maintain reports, logs, and paperwork. Ensuring complete reports and paperwork are prepared and submitted.
- b. Incident Management Division - Duty. Officers assigned to duty in the Incident Management Division, working under the direction of the Chief, Incident Management Division, are responsible for the following:
 - (1) Effective Sector Mission response to all incidents in the Sector's AOR. Executing all Sector SAR; pollution and all hazard incident; and security incident response operations. This includes coordinating with other Department of Homeland Security (DHS), federal, state, and local partners to jointly respond and mitigate the effects of maritime threats and vulnerabilities; and coordinating with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations.
 - (2) Responsibilities. In carrying out these responsibilities within the Incident Management Division, personnel shall accomplish the following:
 - (a) Oversee SAR response. Preparing for incident response, assessing on-scene situation, initiating action to resolve/mitigate loss of life and/or damage to property, and preparing and submitting reports.
 - (b) Oversee Pollution/all hazard incident response. Preparing for incident response, assessing on-scene situation, initiating action to resolve/mitigate loss of life and/or damage to property, and preparing and submitting reports.
- c. Chief, Enforcement Division. Under the direction and supervision of the Chief, Response Department, and in accordance with all laws, regulations, and policies, the Chief, Enforcement Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Enforcement Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel

available to safely and effectively perform required missions, meaning that personnel assigned to the Enforcement Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Effective enforcement operations in the Sector's AOR. Executing all Enforcement of Laws and Treaties (ELT), Ports Waterways and Coastal Security (PWCS), Recreational Boating Safety (RBS), Commercial Fishing Vessel Safety (CFVS), Living Marine Resources (LMR), Alien Migrant Interdiction Operations (AMIO), Defense Operations (DO) enforcement operations.
- (3) Responsibilities. In carrying out these responsibilities, the Chief, Enforcement Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advising the Chief, Response Department, COTP, FMSC, and FOSC in meeting mission, internal command, and department objectives.
 - (c) Oversee enforcement of laws, regulations, and treaties. Directing all external Coast Guard law enforcement of Sector response units/sub-units including stations and patrol boats and coordinating law enforcement response/support.
 - (d) Oversee port, waterways, and coastal security. Directing ports, waterways and coastal security operations and coordinating security enforcement of ports, waterways and coastal areas.
 - (e) Maintain reports, logs, and paperwork. Ensuring complete reports and paperwork are prepared and submitted.
- d. Enforcement Division - Duty. Officers assigned to duty in the Enforcement Division, working under the direction of the Chief, Enforcement Division, are responsible for the following:
 - (1) Effective enforcement operations in the Sector's AOR. Executing all Marine Safety, Living Marine Resources (LMR), Illegal Drug Interdiction, Undocumented Migrant Interdiction, Other LE, PWCS, and Defense Readiness operations.

- (2) Responsibilities. In carrying out these responsibilities within the Enforcement Division, personnel shall accomplish the following:
- (a) Prepare for mission. Planning and coordinating all Enforcement of Laws and Treaties (ELT) and Ports, Waterways, and Coastal Security (PWCS) Missions; providing specialized and recurring training to personnel; providing and maintaining equipment; developing and implementing exercises; and evaluating exercises.
 - (b) Assess situation. Processing and evaluating information pertaining to the situation, determining and initiating appropriate actions, and monitoring and assessing situation continuously.
 - (c) Resolve situation. Recommending mission completion or suspension and preparing and submitting required reports.
- e. Response Units. The following applicable units within the Sector's AOR work under the Response Department.
- (1) Patrol Boats
 - (2) Stations
 - (3) Icebreaking Tugs (WTGBs) and Harbor Tugs - Small (WYTLs) (if applicable)

D. Logistics Department.

1. Organization Chart. Figure 3.D.1 below shows the organization chart for the Logistics Department.

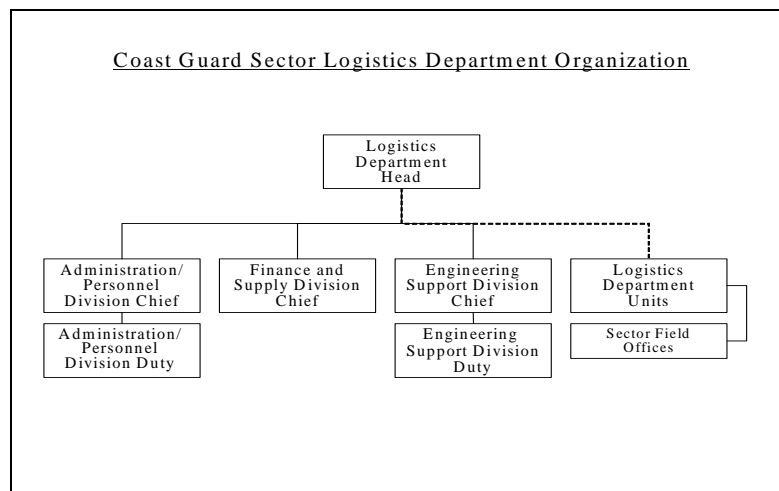


Figure 3.D.1. Logistics Department Organization

2. Chief, Logistics Department - Roles and Responsibilities. Under the direction of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, Logistics Department is responsible for the following:

- a. Readiness to perform. Ensuring that the Logistics Department is ready to perform its support activities by providing it with leadership and management. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Logistics Department possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions. The Chief, Logistics Department manages all unit level support activities for the Sector.
- b. Exercise of command authority for military/enlisted personnel. Preparing personnel actions for Sector enlisted personnel; e.g., commanding officer recommendations for officer accession programs, advancements, reenlistments, special assignments, overseas assignments, and administrative separations; enlisted personnel evaluations; leave requests, etc.; the professional development of enlisted personnel, including ensuring the development of desired competencies and experience; the maintenance of good order and discipline; and the maintenance of a positive workplace environment. The Chief, Logistics Department shall exercise Non-Judicial Punishment (NJP) authority over all Sector enlisted personnel, including subordinate units if so designated by the Sector Commander.
- c. Unit level support activities for administration/personnel management. Managing and providing all unit administration and personnel actions for active duty, reserve, and civilian members assigned to the Sector. Administration responsibilities include the coordination and execution of administrative support; the coordination of Sector-wide collateral duties; oversight of the Sector's Morale, Well-Being and Recreation (MWR) program; the management and oversight of the unit level personnel and physical security program; oversight of General Military Training (GMT), the coordination of career development programs (including ensuring the necessary flow of communication to Department Heads and Sector unit commanding officers and officers-in-charge on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, and reserve personnel and informing individuals on career opportunities, incentives, military rights and benefits, and advantages of a Coast Guard career); and oversight of a comprehensive educational services program (including nonresident training, voluntary education, and college video/audio courses). Personnel responsibilities include personnel actions, medical (provide administrative support), work-life, wellness and housing.
- d. Unit level medical support activity management. All Coast Guard ashore sickbays and clinics have an Area of Responsibility (AOR) to provide medical and dental readiness support services to units which are not necessarily assigned within the Sector. Conversely, clinics located under commands outside of Sectors (e.g., TRACENs, ISCs, and AIRSTAs) may have Sectors units within their respective AORs. MLC(k) (Health and Safety Division) is responsible for the oversight of general clinic policy to include setting standards for clinic operations and prioritizing

- of clinic functions IAW the mission of the Health Services programs. MLC(k) designates clinics as catchment area patient management sites, ensures each CG unit is assigned to a Coast Guard clinic or sick bay for the purposes of operational medical readiness and health service support, and ensures every clinic/sick bay is aware of their responsibility for the units within their designated AOR. As such, Sector Commanding Officers with Designated Medical Officers and/or Health Services Technicians assigned shall support the additional AOR duties and responsibilities of the medical personnel assigned to his/her command.
- e. Unit level finance and supply support activity management. Overseeing all finance and supply functions for the Sector, including the development and maintenance of budget plans, management of accounts and disbursement of funds; management of real and general property programs; oversight of the supply system, including the procurement, stowage, and issuance of all stores assigned to the Sector and subordinate units; the oversight of Sector transportation; and the management of galley operations (as applicable).
 - f. Unit level engineering support activity management. Overseeing unit organizational level engineering support for all Sector facilities and assets including the oversight of electronics, naval, and facilities (public works) engineering programs' oversight of the motor vehicles program, oversight of the environmental compliance program, oversight of the armory and weapons training program.
 - g. Incident Command System (ICS) logistics support activity management. When assigned as the Logistics Section Chief (LSC) on the General Staff of the ICS, the Chief, Logistics Department is responsible for providing facilities, services, and material in support of the incident and ensuring Logistics Department personnel are trained and prepared for assigned ICS IMT/WQSB responsibilities. The Chief, Logistics Department participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section. Major responsibilities include participating in preparation of the IAP; reviewing the IAP and estimating Section needs for the next operational period; identifying service and support requirements for planned and expected operations; planning the organization of the Logistics Section; providing advice on current service and support capabilities; assigning work locations and preliminary work tasks to Section personnel; notifying the Resources Unit of the Logistics Section units activated, including names and locations of assigned personnel; and ensuring the general welfare and safety of Logistics Section personnel.
 - h. Department Head Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
 - (1) Oversee department administration. Managing Logistics Department personnel, managing the Department's training/qualification program, and coordinating intra-Department information.

- (2) Oversee department operations. Coordinating the Department's equipment availability, supply/logistics support, and infrastructure support.
 - (3) Oversee department plans. Making recommendations and providing Sector planning support.
- i. Commanding Officer of Military/Enlisted Personnel Responsibilities (when delegated). In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
 - (1) Manage enlisted personnel actions. Overseeing military/enlisted personnel actions and counseling enlisted personnel.
 - (2) Oversee enlisted workforce good order and discipline. Overseeing compliance with Coast Guard regulations, military justice for enlisted personnel, and enforcement of non-punitive action for enlisted personnel
- j. Unit Administration/Personnel Manager Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
 - (1) Provide Sector administration support. Overseeing unit administration support; collateral duty coordination; and the Morale, Well-Being, and Recreation program.
 - (2) Provide Sector personnel support. Overseeing Sector personnel actions, medical administrative services, the Sector's Work-Life program, the housing program; overseeing compliance with the uniform standards and the weight and physical fitness standards; and overseeing administration of the urinalysis program.
 - (3) Manage Sector security program. Overseeing the Sector personnel security and physical security programs.
 - (4) Manage Sector training and development. Overseeing Sector personnel training and development and administration of the Sector unit training program.
 - (5) Manage administrative investigations. Initiating and overseeing administrative investigations.
 - (6) Manage the Sector and subordinate unit position and departmental competency assignments. Initiating changes to meet changing mission requirements or personnel assignments.
- k. Unit Finance and Supply Manager Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
 - (1) Manage the Sector budget. Overseeing the development of budget plans and overseeing budget execution.

- (2) Manage Sector property. Overseeing the management of real property and general-purpose property programs.
 - (3) Manage Sector supply system. Overseeing the procurement Sector supplies, Sector transportation, and galley operations.
 - (4) Manage inventory. Overseeing the maintenance of the Department's general property inventory and overseeing Chief, Financial Officer (CFO) audits.
1. Unit Engineering Support Manager Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
- (1) Provide Sector engineering support. Overseeing support for facilities engineering (public works), electronic systems, naval engineering program, and armory and weapons.
 - (2) Manage Sector environmental compliance. Overseeing the environmental program and promoting environmental stewardship.
 - (3) Overseeing Sector information technology (IT) systems and resources support, and Sector communications support.
 - (4) Oversee configuration management. Overseeing the Department's configuration management program and configuration management requirements IAW COMDTINST 4130.6 (series).
3. Internal/External Relationships. The Chief, Logistics Department shall establish and foster relationships with internal Coast Guard and DHS units and agencies and those external units, groups, and agencies required to ensure the high level of support services for the Sector. The wide variety of relationships, depending on Sector locale and amount of internal Sector resources, make these relationships variable for each Sector. Each Sector Commander shall ensure that appropriate relationships are established. These may include, but are not limited to:
- a. Military justice and Judge Advocate General services from Coast Guard and DOD sources.
 - b. Servicing Personnel Offices, Coast Guard civilian personnel offices, and ISCs.
 - c. MLC units servicing the Sector and Sector units; i.e., Electronic Systems Support Units, Naval Engineering Support Units, and Civil Engineering Units (ESUs, NESUs, CEUs), etc.
 - d. Aircraft Repair and Supply Center (AR&SC) (for Sectors with aircraft assigned).
 - e. Area, regional, and local health, welfare, civic, and service organizations providing administrative, financial, morale, or business services including (as examples): American Red Cross, Chamber of Commerce, Better Business Bureau, service clubs

- (Rotary, Kiwanis, etc.), realtor groups, school districts, junior colleges and colleges, and local law enforcement agencies (for administrative and personnel support purposes).
- f. Others as determined by each Sector Commander.
 - g. The Logistics Department is required to be actively involved in contingency planning efforts including engagement with the Area Maritime Security Committee, the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals.
4. Logistics Department Staff. The Logistics Department staff consists of the Administration/Personnel Division, the Finance and Supply Division, the Engineering Support Division, and Logistics Units/Sector Field Offices (SFOs) as described below.
- a. Chief, Administration/Personnel Division. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Administration/Personnel Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Administration/Personnel Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Administration/Personnel Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Exercise of command authority for enlisted personnel. Assisting the Logistics Department Head/Commanding Officer Enlisted Personnel as necessary, including the preparation of personnel actions for Sector enlisted personnel; e.g., commanding officer recommendations for officer accession programs, advancements, reenlistments, special assignments, overseas assignments, and administrative separations; enlisted personnel evaluations; leave requests, etc.; the professional development of enlisted personnel, including ensuring the development of desired competencies and experience; the maintenance of good order and discipline; and the maintenance of a positive workplace environment.
 - (3) Unit level support activities for administration management. Managing and providing all unit administration and personnel actions for active duty, reserve, and civilian members assigned to the Sector. Administration responsibilities include the coordination and execution of administrative support; the

coordination of Sector-wide collateral duties; the management, oversight, and administration of the Sector Morale, Well-Being, and Recreation program; the management and administration of the unit level personnel and physical security program; the administration of General Military Training (GMT), the coordination of career development programs (including ensuring the necessary flow of communication to Department Heads and Sector unit commanding officers and officers-in-charge on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, auxiliary and reserve personnel and informing individuals on career opportunities, incentives, military rights and benefits, and advantages of a Coast Guard career); and the coordination and administration of a comprehensive educational services program (including nonresident training, voluntary education, and college video/audio courses).

- (4) Unit level personnel management support. Managing and providing all personnel actions for active duty, reserve, auxiliary, and civilian members assigned to the Sector. Personnel responsibilities include personnel actions, medical, work-life, wellness, and housing.
- (5) Division Chief Responsibilities. In carrying out these responsibilities, the Chief, Administration/Personnel Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, maintaining effective/ training/qualification programs, and coordinating intra-Division flow of information.
 - (b) Oversee division operations. Coordinating Division tools and equipment availability, coordinating Division supply/logistics support, coordinating Division infrastructure support, submitting reports/logs/correspondence, retaining reports/logs/correspondence, and disposing of reports/logs/correspondence.
 - (c) Provide administration/personnel subject matter expertise. Providing recommendations to the Chief, Logistics Department to meet Sector and Department mission objectives.
 - (d) Oversee enlisted personnel interaction. Coordinating enlisted personnel actions and counseling enlisted personnel.
 - (e) Oversee enlisted workforce good order and discipline. Ensuring compliance with Coast Guard Regulations, coordinating military justice for enlisted personnel, and coordinating the enforcement of non-punitive action for enlisted personnel.
- (6) Unit Administration Manager Responsibilities. In carrying out these responsibilities, the Chief, Administration/Personnel Division shall accomplish the following:

- (a) Provide Sector administration support. Overseeing performance evaluations, the processing of travel and transportation documents, the Sector rewards and recognition program, mail handling, the auditing and control of penalty stamps, unit level Personnel Data Records (PDR) maintenance, the Sector identification card program, pay entries, and the handling of decedent affairs.
 - (b) Manage Sector collateral duty assignments. Coordinating and tracking Sector-wide collateral duties.
 - (c) Sector Morale, Well-Being, and Recreation (MWR) program. Managing the MWR program, establishing/maintaining a Morale Committee and Morale Advisory Board, administering MWR funds, coordinating MWR/Non Appropriated Fund (NAF) personnel management staffing, and overseeing MWR reports, records, and audits.
 - (d) Administer Sector security programs. Overseeing military personnel security and the physical security and force protection program.
 - (e) Administer Sector training and development programs. Overseeing the unit General Military Training (GMT) and Educational Services programs.
- (7) Unit Personnel Manager Responsibilities. In carrying out these responsibilities, the Chief, Administration/Personnel Division shall accomplish the following:
- (a) Sector personnel actions. Overseeing Reserve administration, managing military and civilian personnel, coordinating the unit orientation and indoctrination program, overseeing personnel compensation programs, and administering the Civil Rights/ Equal Opportunity Program, overseeing administration of the urinalysis program for military personnel, and overseeing compliance with uniform regulations.
 - (b) Provide administrative support to the Sector medical program.
 - (c) Administer Sector work-life program. Overseeing personnel assistance and dependent assistance programs.
 - (d) Administer Sector wellness program. Overseeing the Sector wellness program, the addiction treatment and prevention program, and compliance with weight/physical fitness standards.
 - (e) Administer Sector housing program. Overseeing the Sector housing, leased housing, and government-owned housing (UPH/family) programs.
- b. Administration/Personnel Division – Duty. Under the direction of the Chief, Administration/Personnel Division, Duty personnel are responsible for the following:

- (1) Unit level support activities for administration management. Providing all unit administration and personnel actions for active duty, reserve, auxiliary, and civilian members assigned to the Sector. Administration responsibilities include the execution of administrative support; the management, administration, and oversight of the Sector Morale, Well-Being, and Recreation (MWR) program.; the administration of the unit level personnel and physical security program; the administration of General Military Training (GMT), and the coordination of career development programs (including ensuring the necessary flow of communication to department heads and Sector unit commanding officers and officers-in-charge on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, auxiliary and reserve personnel and informing individuals on career opportunities, incentives, military rights and benefits, and advantages of a Coast Guard career).
- (2) Unit level personnel management support. Managing and providing all personnel actions for active duty, reserve, auxiliary, and civilian members assigned to the Sector. Personnel responsibilities include personnel actions, medical, work-life, wellness, and housing.
- (3) Sector personnel education, training and professional development goals. Coordinating and administering a comprehensive training and development program for Sector personnel, including the administration and execution of Sector GMT and an educational services program for Sector personnel, including managing and processing tests; managing and processing tuition assistance, Coast Guard Foundation Grant and Educational Assessment requests; and facilitating and supporting educational achievement through voluntary education and video/audio courses.
- (4) Administration Duty Responsibilities. In carrying out these responsibilities, Administration/Personnel Division, Duty personnel shall accomplish the following:
 - (a) Provide Sector administrative services. Coordinating Sector travel and transportation administrative support, the Sector identification card program, Sector Reserve mobilization administrative support, and the documentation of reserve drills.
 - (b) Maintain file copies of all original signed reserve orders issued to Sector reservists. In addition, the TPAX Authorizing Official (AO) shall provide a copy of all approved travel claims for ADT-AT, ADT-OTD and ADSW-RC orders to their respective ISC (pf).
 - (c) Oversee Sector Morale, Well-Being and Recreation (MWR). Administering the MWR program, managing MWR funds, administering the MWR awards and recognition program, and coordinating the MWR programs and benefits awareness program.

- (d) Maintain Sector security. Coordinating the response to criminal and security incidents, and coordinating Coast Guard Investigative Service (CGIS) support.
- (5) Personnel Duty Responsibilities. In carrying out these responsibilities, Administration/Personnel Division, Duty personnel shall accomplish the following:
 - (a) Oversee personnel actions. Coordinating the preparation of orders; coordinating accessions, separations, and reenlistments, facilitating the advancement process for members; coordinating personnel information documentation; and coordinating the processing of pay.
 - (b) Oversee Sector medical administrative services. Coordinating the provision of medical services support, unit medical program administration and related benefits.
 - (c) Oversee Sector work-life program. Coordinating the Sector Special Needs Program and transition programs for separating personnel, administering the unit crisis intervention program, coordinating, Employee Assistance Program (EAP) referrals, the management of Child Development Centers, and alcohol and drug dependency rehabilitation procedures.
 - (d) Oversee Sector wellness program. Administering the unit wellness program and promoting wellness.
 - (e) Oversee Sector housing program. Coordinating the leased housing and government-owned (UPH/family) housing programs.
- (6) Education Services Officer (ESO) Responsibilities. In carrying out these responsibilities, Administration/Personnel Division, Duty personnel shall accomplish the following:
 - (a) Oversee financial assistance and grants management. Submitting members' Tuition Assistance (TA) applications, reviewing Coast Guard Foundation (CGFDN) Grant applications, and providing access to CG Mutual Assistance (CGMA) loans or grants.
 - (b) Oversee test management. Ensuring the security of testing materials, maintaining the End of Course Test (EOCT) library, and maintaining tests.
 - (c) Oversee test administration. Proctoring all requested tests and administering Service Wide Examinations (SWE).
 - (d) Oversee lost/compromised test investigations. Initiating an investigation to the loss or compromise of EOCTs and SWEs.

- (e) Administer education services. Establishing the ESO program and designating a unit ESO and Alternate ESO.
 - (f) Oversee Sector training and development. Identifying members' educational and professional development goals, facilitating member participation in SkillSoft and DANTES Independent Study courses, administering the Coast Guard Institute correspondence course program, informing members on the variety of officer accession, Class "A" School, and Post Graduate programs, enrolling members in the U.S. Military Apprenticeship Program (USMAP), and administering the unit GMT program.
- c. Chief, Finance and Supply Division. The Finance and Supply Division is responsible for administering and executing finance and supply functions for the Sector. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Finance and Supply Division is responsible for the following:
- (1) Readiness to perform. Ensuring that the Finance and Supply Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Finance and Supply Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Unit level finance support activity management. Administering and executing finance functions for the Sector, including the development and maintenance of budget plans and management of accounts and disbursement of funds.
 - (3) Unit level supply support activity management. Administering and executing supply functions for the Sector, including the management of real and general property programs; the procurement, stowage, and issuance of all stores assigned to the Sector and subordinate units; the management of Sector transportation; and the management of galley operations (as applicable).
 - (4) Incident Command System F&S support activity management. When assigned as the Finance Section Chief on the General Staff of the ICS, the Chief, Finance and Supply Division is responsible for providing F&S support of the incident by participating in the development and implementation of the Incident Action Plan (IAP) and activating and supervising the Branches and Units within the Finance Section. Major responsibilities include participating in preparation of the IAP; reviewing the IAP and estimating Section needs for the next operational period; identifying F&S support requirements for planned and expected operations;

planning the organization of the Finance Section; providing advice on current F&S capabilities; assigning work locations and preliminary work tasks to Section personnel; and ensuring the general welfare and safety of Finance Section personnel.

- (5) Division Chief Responsibilities. In carrying out these responsibilities, Finance and Supply Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, maintaining effective/ training/qualification programs, and coordinating intra-Division information flow.
 - (b) Oversee division operations. Coordinating Division tools and equipment availability, coordinating Division supply/logistics support, coordinating Division infrastructure support, submitting reports/logs/correspondence, retaining reports/logs/correspondence, and disposing of reports/logs/correspondence...
 - (c) Provide administration/personnel subject matter expertise. Providing recommendations to the Chief, Logistics Department to meet Sector and Department mission objectives.
- (6) Finance Manager Responsibilities. In carrying out these responsibilities, Chief, Finance and Supply Division shall accomplish the following:
 - (a) Oversee Sector budget plans. Overseeing the development and closeout of the unit budget.
 - (b) Oversee Sector budget execution. Coordinating the Sector budget program, accounting for Sector funds, coordinate Sector expenditures and accounts receivable, administering the Sector funds collection program and the Productivity Improvement Fund, and submitting Federal Emergency Management Agency (FEMA) disaster relief effort reimbursements.
- (7) Supply Manager Responsibilities. In carrying out these responsibilities, Chief, Finance and Supply Division shall accomplish the following:
 - (a) Oversee Sector real property management. Managing Sector real property and coordinating real property support.
 - (b) Oversee Sector general property management. Coordinating real property support, managing Sector general purpose property, and disposing of general purpose property.
 - (c) Provide Sector supply system oversight. Coordinating the unit supply system and the unit materiel return program.

- (d) Provide Sector transportation support. Coordinating general purpose property transportation, general purpose property deliveries, and transportation of freight.
 - (e) Oversee configuration management. Overseeing the Division configuration management program and configuration management requirements.
 - (f) Oversee inventory management. Maintaining inventory and complying with CFO Inventory Audit requirements.
 - (g) Oversee Sector Coast Guard Dining Facility (CGDF) management. Overseeing CGDF administration and operations.
- (8) Incident Command System F&S Support Activity Responsibilities. In carrying out these responsibilities, Chief, Finance and Supply Division shall accomplish the following:
- (a) Coordinate incident initial response. Implementing initial incident response actions, attending incident briefing, and attending Command and General Staff meeting/briefing.
 - (b) Coordinate incident action planning. Preparing the Chief, Logistics Department for the Tactics meeting, and preparing for and attending the Planning Meeting.
 - (c) Execute Incident Command System. Executing the F&S plan and assessing progress.
- d. Chief, Engineering Support Division. The Engineering Support Division is responsible for administering unit organizational level engineering support for all Sector facilities and assets. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Engineering Support Division is responsible for the following:
- (1) Readiness to perform. Ensuring that the Engineering Support Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Engineering Support Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately configured, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Unit level engineering activity management. Managing unit level engineering for all Sector facilities and assets; including the administration of, naval and facilities engineering programs.
- (3) Unit level engineering support activity management. Managing unit level engineering support for all Sector facilities and assets including the administration of the motor vehicles program, oversight of the environmental compliance program, management of the armory and weapons training program; and the coordination of Information Technology (IT) management support.
- (4) Division Chief Responsibilities. In carrying out these responsibilities, the Chief, Engineering Support Division shall accomplish the following:
 - (a) Oversee division administration. Managing personnel, maintaining effective/ training/qualification programs, and coordinating intra-Division information flow.
 - (b) Oversee division operations. Coordinating Division tools and equipment availability, coordinating Division supply/logistics support, coordinating Division infrastructure support, submitting reports/logs/correspondence, retaining reports/logs/correspondence, and disposing of reports/logs/correspondence.
 - (c) Provide engineering support subject matter expertise. Providing recommendations to the Chief, Logistics Department to meet Sector and Department mission objectives.
- (5) Engineering Manager Responsibilities. In carrying out these responsibilities, the Chief, Engineering Support Division shall accomplish the following:
 - (a) Oversee Sector facilities engineering (public works) support. Overseeing the management and maintenance of real property, managing funds for facility maintenance, and analyzing engineering data.
 - (b) Oversee Sector naval engineering support. Overseeing the management and maintenance of assigned naval platforms; maintaining administrative and financial oversight of vessel maintenance. Work with the appropriate MLC Type Desk to oversee Engineering Change Requests (ECRs) submissions and Engineering Change (ECs) completion; Current Ship's Maintenance Projects (CSMPs) submissions; Cutter Engineering Report (CER) submissions; Allowance Change Requests (ACRs); and spare parts inventories.
 - (c) Work with assigned NESU Port Engineer (PE) and MLC Type Desk to provide Contracting Officer's Technical Representative (COTR) qualified personnel to assist naval assets in conducting contracted availabilities.

- (d) Oversee the engineering portion of a Ready for Operations (RFO) inspection by assigning qualified members to the team to inspect engineering administration, conduct a material inspection, and evaluate crew's performance on various engineering drill evolutions. Assist the Engineer Petty Officer in drafting and submitting CSMPs to correct issues found in the material inspection that are outside the unit's or Sector's engineering support ability to accomplish.
 - (e) Oversee a mentorship program for Station and Cutter EPOs to enhance their professional development. Mentor EPOs through the CWO Appointment process. Provide training to aid E5 & E6 EPOs in completing advancement requirements for their next paygrade. Provide engineering administrative assistance to ensure properly formatted correspondence, reports, and CASREPs are submitted.
- (6) Engineering Support Manager Responsibilities. In carrying out these responsibilities, the Chief, Engineering Support Division shall accomplish the following:
- (a) Provide Sector weapons/armory support. Overseeing the administration of the armory, Sector armory training, and the material condition of the Sector armory.
 - (b) Manage Sector environmental compliance. Overseeing compliance with applicable federal, state and local codes and regulations and overseeing environmental documentation for a new project or action at the Sector.
 - (c) Oversee configuration management. Overseeing the Division configuration management system and requirements for assets in the sustainment life cycle phase.
 - (d) Oversee inventory management. Maintaining inventory and complying with CFO Inventory Audit requirements.
 - (e) Provide contract administration oversight. Overseeing Contracting Officer's Technical Representative (COTR) activities, and overseeing the development of contract drawings, diagrams, specifications, and scope of work.
- e. Engineering Support Division - Duty. Under the direction of the Chief, Engineering Support Division, Duty personnel are responsible for the following:
- (1) Unit level engineering. Managing organizational level engineering for all Sector assets including the administration of electronics and naval engineering programs.
 - (2) Unit level engineering support. Managing organizational level engineering support for all Sector assets including the administration of the motor vehicles

program, oversight of the environmental compliance program, management of the armory and weapons training program.

- (3) Unit level facilities engineering support. Managing organizational level engineering support for all Sector facilities including the administration of facilities engineering (public works) programs.
- (4) Engineering Support Division – Duty Responsibilities. In carrying out these responsibilities, Duty personnel shall accomplish the following:
 - (a) Oversee Sector naval engineering support. Coordinating Sector naval engineering support, providing naval engineering subject matter expertise, and coordinating Sector naval engineering maintenance and repairs.
 - (b) Provide Sector weapons/armory support. Coordinating Sector weapons support, ammunition and pyrotechnics support, armory support, and ordnance administration.
 - (c) Oversee contract administration. Coordinating contract support activities and processing contract vouchers and invoices.
 - (d) Oversee depot level maintenance coordination. Scheduling and coordinating depot level maintenance.
 - (e) Oversee configuration management. Maintaining the Division configuration management system and implementing CG configuration management requirements for assets in the sustainment life cycle phase.
 - (f) Oversee inventory management. Maintaining inventory and complying with CFO Inventory Audit requirements.
- (5) Facilities Engineering Officer Responsibilities. In carrying out these responsibilities, Engineering Support Division- Duty personnel shall accomplish the following:
 - (a) Oversee facilities engineering management. Coordinating the maintenance and repair of real property, providing real property support, and coordinating grounds maintenance.
 - (b) Oversee motor vehicle management. Coordinating the Sector motor vehicles and equipment program, the replacement of vehicles, and the heavy equipment operations qualification program.
 - (c) Oversee shore facility capital asset management. Coordinating the management of shore facility capital assets and overseeing shore facility capital assets.

- (d) Coordinating and ensuring unit environmental compliance for unit actions: coordinating and ensuring compliance with environmental planning laws such as: National Environmental Policy Act (NEPA), the Clean Air Act (CAA), Archeological Resources Protection Act (ARPA), and the National Historic Preservation Act (NHPA) and related historic and cultural resource mandates, the Clean Water Act (CWA), the Endangered Species Act (ESA), the Marine Mammal Protection Act (MMPA), the Coastal Zone Management Act (CZMA), Native American Graves Repatriation Act (NAGPRA), and coordinating and ensuring compliance with CERCLA, and RECRA, and all other Federal environmental laws, Executive Orders and regulations (See appendix C for a list of applicable Coast Guard environmental policies) and conducting hazardous waste programs, the unit Environmental Management System (EMS) program, and environmental compliance record maintenance. Compliance with environmental planning laws should be coordinated with the appropriate MLC or CEU environmental staff per COMDTINST M16475.1D.
- (e) Oversee Sector Hazardous Material program. Coordinating the Pollution Prevention program (P2), the Sector hazardous materials program, and the Sector real property abatement program; overseeing the Sector hazard communication program; coordinating the Sector hazardous material occupational exposure program and the Sector Emergency Response Operations Plan; and submitting reports.
- f. Logistics Units/Sector Field Offices (SFO). Command and control of Sectors is centralized to ensure unity of effort among the Prevention, Response, and Logistics Departments and field units. The result is the conversion of some outlying Groups (which were not directly absorbed in the creation of the Sector command cadre) to SFOs. All field level units/offices report directly to the Sector and its components. SFO's function as extensions of the Sector staff, and do not constitute another layer of command. SFOs provide support to outlying units in locations where distance and workload render it necessary to have remote offices serving various support roles in specific areas. The scope of each SFO is based on local requirements for span of control issues, including management of operational readiness and conduct of support functions including administration, resource management, outreach, and logistics. The naming convention for the SFOs shall include the local geographic name.

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CHAPTER 4. WATCH ORGANIZATION

A. Watch Organization. Due to varying sizes, staffing, mission requirements, and local conditions of individual Sectors, Sector Commanders shall use their discretion to determine the watch positions needed for their Sectors.

1. Watch Organization Chart. Figure 4.A.1 below shows a standard organization chart for Sectors with all watch positions described in this chapter.

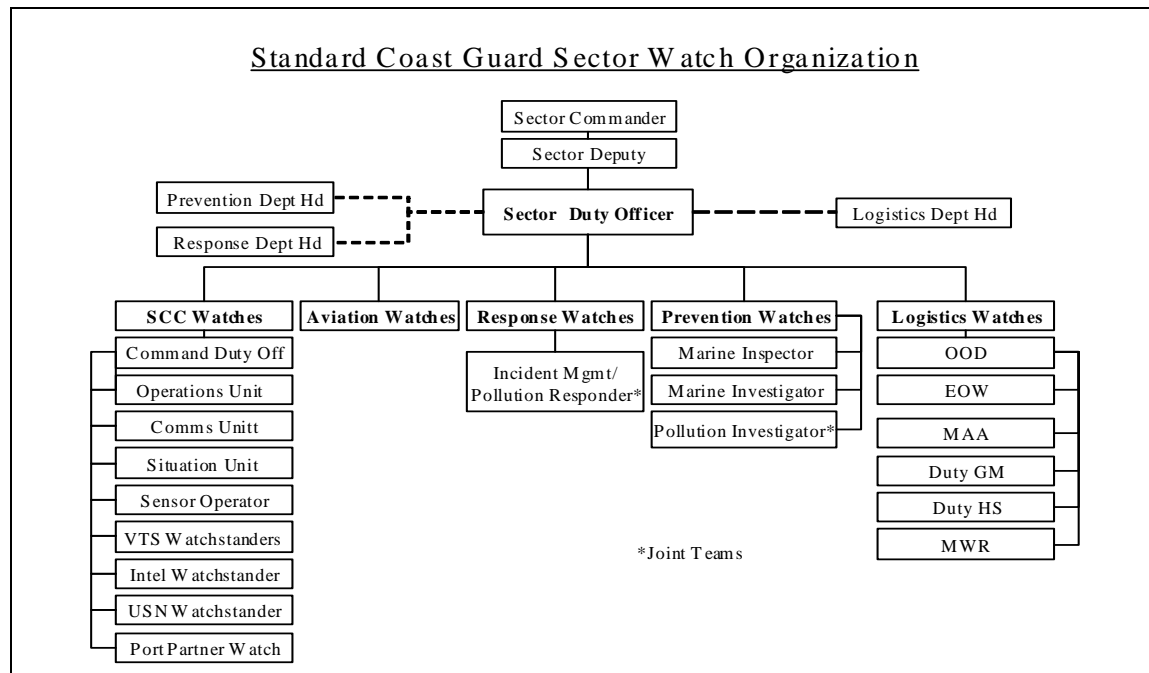


Figure 4.A.1. Standard Sector Watch Organization

2. Policies, Procedures, and Watch Routine. Sector Commanders shall promulgate unit instructions outlining the specific policies, procedures, and watch routine for their Sectors.
- B. Duties and Responsibilities of the Watch. Although it may not be necessary for all Sectors to establish each of the following watches, in the interest of standardization, whenever these watches are established, they shall be titled as listed below. This section contains general descriptions of the duties and responsibilities of each watch position. They are not intended to be all-inclusive, but address those applicable to most Sectors. Sector Commanders may modify these descriptions as necessary and shall promulgate unit instructions outlining policies, procedures, and the specific duties and responsibilities of all Sector watchstanders.
1. Chief, Prevention Department. The Chief, Prevention Department, or designee, is responsible for Sector missions related to preventing maritime casualties, oil spills, accidents, and security incidents. In general, the Chief, Prevention Department shall:

- a. Provide on-call assistance and response as needed to all after-hours matters relating to the prevention of maritime casualties, oil spills, accidents, and security incidents.
 - b. Coordinate with the Sector Duty Officer (SDO) and the Chief, Response Department as required to manage all Sector prevention and compliance units/sub-units when not under the direct control of the District.
 - c. Provide proper risk assessment and operational support as needed.
2. Chief, Response Department. The Chief, Response Department, or designee, is responsible for the direction and employment of all assigned Coast Guard response forces. In general, the Chief, Response Department shall:
 - a. Provide on-call assistance and response as needed to all after-hours matters relating to the employment of any response force or sub-unit assigned to the Sector.
 - b. Coordinate with the Sector Duty Officer and the Chief, Prevention Department as required to manage all Sector response units/sub-units when not under the direct control of the District.
 - c. Provide proper risk assessment and operational support as needed.
3. Chief, Logistics Department. The Chief, Logistics Department, or designee, shall provide on-call assistance and response as needed to all after-hours matters relating to any logistics requirements for prevention or response within the Sector. The Chief, Logistics Department shall provide on-call support to the Sector Officer of the Day (OOD).
4. Sector Duty Officer. The Sector Duty Officer (SDO) represents the command in all matters pertaining to the Sector and serves as the Sector Commander's direct representative after hours, maintaining a 24x7 watch. The SDO has overall responsibility for the entire watch. The SDO shall:
 - a. Maintain the overall security and safety of the Sector facility including situational awareness of all onboard activities. Ensure security requirements related to physical, communications, and personnel security are met and maintained within the command center facility.
 - b. Inspect, observe, and inquire into all Sector activities for potential process improvements.
 - c. Lead emergency response efforts and duty section training.
 - d. Greet visiting vessels, aircraft and/or official visitors.
 - e. Coordinate with the OOD to ensure the Sector is prepared to handle severe weather conditions.

- f. When necessary, communicate with the Sector Commander, Deputy Sector Commander, Department Heads, and appropriate Sector staff on issues as required by the Sector Commander's Standing Orders.
 - g. Draft and release message traffic as needed, following locally established procedures for release authority.
5. Sector Command Center Watch. The Sector Command Center (SCC) watch is a continuously staffed command and control watch that has sole responsibility for monitoring and coordinating all Coast Guard operations across the entire mission spectrum. The SCC watch shall be manned 24 hours a day, 365 days a year. Each SCC watch organization is designed to operate as a team to meet the functional requirements of a specific Sector Command Area of Responsibility (AOR). The watch organization is built upon a baseline of three to five watch positions depending upon workload. Specific mission demands and associated workloads in each Sector AOR place a distinct set of work requirements on the watch. Thus, the actual size and makeup of the SCC watch organization will vary from location to location. Although a general staffing standard will apply to each location, the watch organization is designed to facilitate growth in size and capability (using additional Sector staff including appropriate Coast Guard Reserve and Coast Guard Auxiliary personnel) to adapt to changing workloads associated with heightened maritime security levels or specific periods when a surge capability is required. Enhanced SCC staffing may be added at the direction of the Sector Commander or SCC Supervisor to meet the unique demands of a specific Sector AOR. Additional watchstanders will provide support for a subset of the work responsibilities of the full-time positions during specific short-term surge or high tempo operations. Additional watchstanders may include dayworkers, on-call personnel, and/or 24x7 watchstanders. Specific watch responsibilities beyond those general responsibilities listed below are defined in the Command Center Manual (CCM), COMDTINST M3120.20.
- a. Command Duty Officer. The Command Duty Officer (CDO) shall:
 - (1) Comply with all standards as set forth by the Command Center Operations Manual.
 - (2) As the senior watchstander, ensure that all SCC responsibilities listed in Section 2.D.3.f. are met.
 - b. SCC Chief/Supervisor. See Section 2.D.3.f.(5).
 - c. Command Center Watchstanders. Command Center watchstanders are responsible for all duties required to assist the SCC Supervisor maintain a 24x7 live watch. Under the direction of the SCC Chief or the CDO, Command Center watchstanders shall perform the following general duties:
 - (1) Assist the SCC Chief with the command and control of Coast Guard facilities in mission performance.

- (2) Monitor all incoming communication lines and message traffic for distress calls. Guard calling and distress frequencies, answering all calls for assistance and all unanswered calls to other Coast Guard units.
 - (3) Maintain all search and rescue (SAR) case folders and case documentation files in accordance with applicable directives and publications
 - (4) Make all scheduled and non-scheduled broadcasts as directed by the SCC Supervisor.
 - (5) Advise the appropriate action officer of all immediate message traffic requiring action as soon as possible. Ensure all message traffic is posted properly and that all messages requiring special handling or markings are handled appropriately.
 - (6) Keep an abbreviated log, noting all watch events and calls to the Sector.
 - (7) Limit access to the SCC to persons on the access list.
 - (8) Follow all policies, instructions, and classified material control procedures to protect all classified material under their control.
- d. Communications Unit. The Communications Unit shall be a single, multiple or surge capable watch position responsible for all operational communications and support activities. This position is a continuous alert watch position requiring a watch length not to exceed 12 hours in duration. This watch will be maintained by an Operations Specialist (OS) and/or specially trained and assigned civilian employees. Sector Commanders shall establish specific watchstander responsibilities.
- e. Situation Unit. The Situation Unit shall be a single, multiple, or surge capable watch position responsible for the effective and timely establishment of the sector Common Operational Picture (COP), and for supervising the command and control aspects of active waterways management and monitoring functions. This position is a continuous alert watch position requiring a watch length not to exceed 12 hours in duration. This watch will be maintained by an OS and/or specially trained and assigned civilian employees normally at the E-6/GS 9-11 level. Sector Commanders shall establish specific watchstander responsibilities.
- f. Operations Unit. The Operations Unit shall be a single, multiple, or surge capable watch position responsible for coordinating or supervising the command and control aspects of all Coast Guard and interagency operations including, but not limited to SAR, Maritime Law Enforcement (MLE), Marine Environmental Response (MER), and Ports, Waterways, and Coastal Security (PWCS) missions. This watch position is a continuous and alert position requiring a watch length not to exceed 12 hours in duration. This watch will be maintained by an OS and/or specially trained and assigned civilian employees normally at the E-6/GS 9-11 level. Sector Commanders shall establish specific watchstander responsibilities.

- g. Sensor Operator. Where required, Sensor Operator positions will have a 24x7 capability, established with a single, multiple, or surge capable watch position responsible for monitoring available port/coastal sensor inputs in support of the Situation Unit. The Sensor Operator position is designed to enhance target identification and correlation, and anomaly detection. This watch will be maintained by an OS and/or specially trained and assigned civilian employees. Sector Commanders shall establish specific watchstander responsibilities.
 - h. Vessel Traffic Center (VTC) Watchstanders. Where Coast Guard-operated Vessel Traffic Services (VTSs) exist, the unit will be considered a crucial feed to the respective SCC Situation Unit. VTC watches will be staffed according to existing staffing standards and will conduct business in accordance with already established operating procedures.
 - i. Intelligence Watchstander. At selected Sectors, dedicated intelligence billets may function as an integral part of the SCC watch to provide information and real-time intelligence updates to the watch and in support of the servicing Field Intelligence Support Team (FIST). Intelligence watch positions will be staffed in accordance with previously established staffing standards. Sector Commanders shall establish specific watchstander responsibilities.
 - j. U. S. Navy Watchstander. The U.S. Navy will, in certain locations, provide additional resources to support an anti-terrorism force protection capability. Where this exists, Navy watchstanders will be part of the SCC watch and will work directly for the Situation and Operations Unit. Sector Commanders shall establish specific watchstander responsibilities.
 - k. Port Partner Watchstanders. SCCs will, by design, provide a limited opportunity and capability for DHS and/or port partners to work within the SCC. The specific number and extent to which these maritime partners work within the SCC will vary greatly from location to location. DHS units and partners who work within the SCC will not be considered part of the SCC watch organization for the purposes of developing Coast Guard staffing standards as they are invariably assigned to perform parent agency functions that are made more efficient by collocation with the SCC. Sector Commanders shall establish specific watchstander responsibilities by agreement with the watchstanders' parent agency.
6. Sector Prevention Watches.
- a. Duty Marine Inspector. The Duty Marine Inspector is an officer or civilian employee of the Coast Guard assigned to the Inspection Division providing emergency Commercial Vessel Safety program duties after hours under the direction of the SDO. The inspector must understand and apply federal statutes and regulations, International treaties, Coast Guard policy, and accepted industry standards in the inspection of construction, alterations and repairs, equipment, and operating procedures for various types of vessels.

- b. Duty Marine Casualty Investigator. The Duty Marine Casualty Investigator is an officer, petty officer or civilian employee of the Coast Guard who is designated by the Officer in Charge, Marine Inspection (OCMI), to investigate and report on matters involving marine casualties and accidents; personnel deaths, injuries, negligence, misconduct, and incompetence; reported violations of load line requirements; damage to aids to navigation; oil and hazardous substances pollution incidents; waterfront facility casualties or accidents, and other reported violations of the navigation and vessel inspection statutes and regulations. Under the direction of the SDO, the Duty Marine Casualty Investigator shall respond to emergency requests for marine casualty investigator duties after hours.
 - c. Duty Pollution Investigator. The Duty Pollution Investigator is an officer or petty officer assigned to investigate cases of pollution to determine if a violation of law occurred and, if so, to determine the source of pollution and to document the violation. The Duty Pollution Investigator may also assist the Captain of the Port (COTP) with duties as a Federal On Scene Coordinator (FOSC) representative under the National Contingency Plan (NCP). The Duty Pollution Investigator must be thoroughly familiar with all applicable laws and regulations. Under the direction of the SDO, the Duty Pollution Investigator shall respond to emergency requests for pollution investigator duties after hours.
7. Sector Response Watches.
- a. Incident Management/Pollution Responder. The Duty Incident Management/Pollution Responder is an officer or petty officer assigned to respond to pollution incidents and works in conjunction with the Duty Pollution Investigator on a typical two-person team. They are on call for after hour incidents under the direction of the SDO.
8. Sector Aviation Watches. Sector Commanders of Sectors with aviation assets assigned shall establish aviation watch and duty aircrew assignments in accordance with the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series).
9. Sector Surface Watches. Sector Commanders of Sectors with surface assets assigned shall establish watch and duty crew assignments.
10. Sector Logistics Watches.
- a. Officer of the Day. The Officer of the Day (OOD) is responsible for the administration, safety and security of the Sector facility and for assisting the SDO in executing any other duties necessary to carry out an effective watch. Under the direction of the SDO, the OOD shall:
 - (1) Muster all watchstanders at the beginning of the watch and assign standbys as necessary.
 - (2) Conduct morning and evening colors.

- (3) Conduct safety and security rounds of the facility, routinely checking in with each watchstander during the watch.
 - (4) Coordinate with the SDO for support services required after hours.
 - (5) Ensure watchstanders are prepared to carry out unit bills as required for all routine and emergent issues including, but not limited to heavy weather, civil disturbance, elevation of force protection level, etc.
 - (6) Assist the SDO as directed in order to carry out a safe and effective watch.
- b. Engineer of the Watch. The Engineer of the Watch (EOW) is responsible for after-hours engineering support issues and for coordinating repairs, as necessary. Under the direction of the OOD, the EOW shall:
- (1) Respond to requests from the SDO or OOD for assistance with urgent matters affecting the material readiness of the Sector's physical plant or assets.
 - (2) Coordinate emergency repairs, as necessary.
 - (3) Complete follow-up work orders and reports, as required.
- c. Duty Gunner's Mate. At Sectors with armories, the Duty Gunner's Mate (GM) is responsible for the after-hours safety and security of the Sector's armory facilities. Under the direction of the OOD, the Duty GM shall:
- (1) Safeguard weapons, ammunition, explosives, and pyrotechnics.
 - (2) Maintain security of magazines, ready-service lockers, and pyrotechnic lockers.
 - (3) Monitor alarm systems and report on scene immediately if alarms activate.
 - (4) Maintain custody of armory keys.
 - (5) Maintain a log of the watch and weapons locations.
- d. Duty Health Services Technician. At Sectors with a Coast Guard Medical Clinic, the Duty Health Services Technician (HS) watchstander provides after hours medical emergency services and a security watch for the clinic per the clinic's SOP in accordance with COMDTINST M6000.1C. Under the direction of the Clinic Supervisor and OOD, the duty HS shall:
- (1) Ensure emergency response materials and supplies are ready at all times.
 - (2) Respond immediately to calls for medical assistance and administer medications and medical treatment as necessary to treat sick or injured personnel. After hours medical emergencies should normally be handled through local EMS and then reported to the Duty HS.

- (3) Consult and coordinate with proper authority in cases requiring medical transport or emergency evacuation.
 - (4) Maintain required records and logs.
- e. Master at Arms. The Master at Arms (MAA) is responsible for the physical security, safety, and good order and discipline of the facilities to which assigned for the watch. Under the direction of the OOD, the MAA shall:
 - (1) Make periodic rounds of the facilities to which assigned and notify the OOD of any unusual findings.
 - (2) Maintain a log of the watch and record all rounds and other activities.
 - (3) Carry out all other duties as assigned by the CDO or OOD.
- f. Morale, Well-Being and Recreation Watchstander. The Morale, Well-Being and Recreation (MWR) watchstander is responsible for the operation of MWR facilities after hours. Under the direction of the OOD, the MWR watchstander shall:
 - (1) Maintain good order and discipline at the facilities.
 - (2) Make periodic rounds to ensure appropriate use of the facilities and to deter potential destruction of government property.
 - (3) Secure facilities at closing time.

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CHAPTER 5. UNIT BILLS AND CONTINGENCY PLANS

- A. Policy. A unit bill or contingency plan sets forth policy in assigning personnel to duties for executing specific evolutions, contingencies or accomplishing certain Sector functions. Bill and Contingency Plan assignments are listed in the unit's Watch, Quarter, and Station Bill (WQSB). This chapter contains descriptions of the various bills and Contingency Plans that may be required at Coast Guard Sectors and provides guidance in assisting with formulating operational and administrative bills. (e.g. MLC Safety and Environment Health plans) These descriptions are not intended to be all-inclusive and every bill or contingency plan may not apply to all Sectors. Sector Commanders shall modify these as necessary; however, Commandant guidance under the Purpose, Responsibility, Information, and in some cases, the Procedures and Assignments subsections are the minimum requirements. Sector Commanders may amplify this guidance, but may not change the basic guidance.
- B. Unit Bill Format. All unit bills shall consist of the following:
1. References. Provides guidance for the development and execution of each bill.
 2. Purpose. Describes the purpose of the bill.
 3. Responsibility. Details who will maintain the bill and serve as the sponsor of the directive or Standard Operating Procedure (SOP). As the Directives Coordinator, the Chief, Logistics Department shall ensure the directive sponsor keeps the directive or SOP up to date.
 4. Information. Provides background or guidance for the bill.
 5. Procedures and Assignments. The Sector Commander shall promulgate a unit directive or SOP outlining specific policies, procedures, duties, and assignments for implementing each bill. Due to the unique characteristics of Coast Guard Sectors, it is not possible to list all procedures and assignments here for every bill at all Sectors. At a minimum, such directive or SOP shall contain applicable guidance from the listed references. Sector Commanders may expound on this guidance, but may not change it.
- C. Unit Bills.
1. Watch, Quarter, and Station Bill (WQSB).
 - a. References.
 - (1) Cutter Organization Manual, COMDTINST M5400.16 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) District/Area OPLAN
 - (4) National Incident Management system (NIMS)

- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for informing all personnel of their assignments in routine and emergency operations as outlined in each Sector bill.
 - c. Information. The WQSB is a composite of all Sector bills and lists the assignments of personnel to duties and positions specified within each of the Sector's bills. The WQSB outlines personnel duty assignments for routine and emergency operations at the given state of readiness and assigns specific duties to all hands by unit billet structure. Strict adherence to the WQSB eliminates any confusion concerning an individual's responsibility in the event of an all-hands evolution. The WQSB shall be prominently displayed in department/division workplaces and may be posted for viewing electronically when appropriate. The WQSB's dealing with emergency or incident response must use NIMS Incident Command System (ICS) organization.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
2. Berthing Bill.
- a. References.
 - (1) Coast Guard Housing Manual, COMDTINST M11101.13 (series)
 - (2) Cutter Organization Manual, COMDTINST M5400.16 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (4) District/Area OPLAN
 - b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for assigning personnel to berthing facilities, if available, at the Sector.
 - c. Information. The Berthing Bill provides berthing assignments to watchstanders and Sector personnel assigned Permanent Party Quarters or Transient Quarters when temporarily living aboard the Sector.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
3. Bomb Threat Bill.
- a. References.

- (1) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (2) Shore Facility Emergency Action Plans, COMDTINST 5100.49 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (4) District/Area OPLAN
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a bomb threat or potential bomb threat.
- c. Information. Bombs can be constructed to look like almost anything and can be placed or delivered in a number of ways. The probability of finding a bomb that looks like the stereotypical bomb is rare. The only common denominator that exists among bombs is that they are designed or intended to explode. Bomb threats may be in the form of a telephone message, written message, or suspicious package received through the mail or found at the unit. A telephone or written bomb threat may or may not specify the location of the bomb, include the time for detonation/ignition, or contain an ultimatum related to the detonation/ignition or concealment of the bomb. Although many bomb threats are hoaxes, each shall be treated seriously and immediate action should be taken to prevent personal injury.
- d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
4. Classified Material Emergency Action Bill.
- a. References.
- (1) Classified Information Management Program, COMDTINST M5510.23 (series)
 - (2) Military Personnel Security Program, COMDTINST M5520.12 (series)
 - (3) Security Awareness, Training and Education (SATE) Program, COMDTINST M5528.1 (series)
 - (4) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (5) District/Area OPLAN
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures in the event of a natural disaster or civil disturbance that requires securing and removal of classified information, or in the event emergency destruction of classified material is necessary.

- c. Information. Sector Commanders shall develop Emergency Action Plans (EAPs) for the securing and removal of classified information in case of natural disaster or civil disturbance. Such plans shall establish detailed procedures and responsibilities for the securing and removal of classified information so that it does not fall into unauthorized hands. The EAPs shall indicate what information is to be secured or removed and shall provide for securing the information and/or removing the information from the area. In addition, shore units located outside the 50 States and all mobile units shall have a destruction bill included in the EAPs. Drills shall be conducted and documented semiannually to ensure that those responsible are familiar with the EAPs.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
5. Emergency Communications Bill.
- a. References.
 - (1) Coast Guard Contingency Preparedness System (CPS), COMDTINST 3010.22 (series)
 - (2) Radio Frequency Plan, COMDTINST M2400.1 (series)
 - (3) Radiotelephone Handbook, COMDTINST M2300.7 (series)
 - (4) Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
 - (5) Telecommunications Plan (TCP), COMDTINST M2000.4 (series)
 - (6) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (7) Critical Information Reporting, COMDTINST M3100.8A
 - (8) District/Area OPLAN
 - b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of a situation requiring the use of emergency communications equipment.
 - c. Information. Reliable communications are critical to conducting emergency operations. Due to the inherent responsibilities involved in these situations, it is necessary to place in effect a clear and concise communications plan and strictly follow it. The primary means of communications during emergency situations is normally the VHF-FM radio; however, pagers, telephones, cellular phones, or computers may also be used during an emergency response.

- d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
6. Fire Prevention and Response Bill.
- a. References.
 - (1) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
 - (2) Naval Engineering Manual, COMDTINST M9000.6 (series)
 - (3) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (4) Safety & Health Training for Emergency Response Operations, COMDTINST 6260.31 (series)
 - (5) Shore Facility Emergency Action Plans, COMDTINST 5100.49 (series)
 - (6) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (7) District/Area OPLAN
 - b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for the prevention of fire or for responding in the case of an actual fire at the Sector.
 - c. Information. A Fire Prevention and Response Bill is important for the protection of Coast Guard facilities. It shall outline the steps to be taken against a possible fire, and should be permanently and prominently displayed. The bill should also include procedures for reporting fires, instructions for evacuating personnel, assignment of personnel responsibilities, and instructions for removal of equipment or materials.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
7. Formation and Parade Bill.
- a. References.
 - (1) Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) District/Area OPLAN

- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for regular Sector all hands or departmental quarters and personnel inspections at fair or foul weather parade.
 - c. Information. A military formation is a prescribed arrangement of elements of a unit. Quarters/muster and necessary formations shall be held in accordance with this bill. Formation for drills and ceremonies, to include posts of officers and key senior enlisted personnel, are contained in the Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series). The Deputy Sector Commander will authorize changes to this bill as needed for special circumstances.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
8. Intrusion Detection Bill.
- a. References.
 - (1) Ordnance Manual, COMDTINST M8000.2 (series)
 - (2) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (4) District/Area OPLAN
 - b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for responding to Intrusion Detection System (IDS) alarms.
 - c. Information. IDS alarms are located in various Sector buildings and individual spaces. Alarm locations are For Official Use Only information and shall be maintained within the Sector Command Center. Varying levels of response to an IDS alarm are required based on location. This bill provides specific response duties and responsibilities to Sector personnel.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.
9. Material Inspection Bill.
- a. References.
 - (1) Food Service Sanitation Manual, COMDTINST M6240.4 (series)

- (2) Medical Manual, COMDTINST M6000.1 (series)
 - (3) Naval Engineering Manual, COMDTINST M9000.6 (series)
 - (4) Ordnance Manual, COMDTINST M8000.2 (series)
 - (5) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (6) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (7) District/Area OPLAN
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for conducting material inspections.
 - c. Information. Material inspections are conducted to ensure the Sector's readiness to execute required functions effectively and may include:
 - (1) All areas and equipment to identify potential safety hazards.
 - (2) Living and working spaces to ensure sanitary and hygienic conditions are maintained.
 - (3) All ordnance equipment, magazines, and spaces in accordance with Maintenance Requirement Cards (MRCs) or other ordnance publications when MRCs are not applicable.
 - (4) All machinery, spaces, and equipment to ensure they are properly operated, preserved, maintained, and kept clean.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

10. Motor Vehicles and Parking Bill.

- a. References.
 - (1) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) District/Area OPLAN
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references to publish and enforce motor vehicle traffic and parking regulations.

- c. Information. Traffic safety and parking requirements at each Sector must be established for routine, emergency, and contingency planning purposes.
- d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

11. Orientation Bill.

- a. References.
 - (1) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) District/Area OPLAN
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for the thorough indoctrination of newly reported personnel to ensure their safety and rapid assimilation into the Sector.
- c. Information. Supervised indoctrination of newly reported personnel will assist in maintaining a well-informed crew with minimal disruption in daily routine. Personnel reporting onboard shall undergo an initial orientation and indoctrination period in accordance with the guidance in Standards of Ethical Conduct, COMDTINST M5370.8 (series) to clearly articulate the Coast Guard's and Sector Commander's expectations. The goals of this period are intended to orient newly reported personnel to their individual responsibilities, duties, and opportunities, and to acquaint them with departmental and special office facilities and functions and their relationship in unit operations.
- d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

12. Salvage Bill.

- a. References.
 - (1) Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
 - (2) Boat Management Manual, COMDTINST M16114.4 (series)
 - (3) Civil Engineering Manual, COMDTINST M11000.11 (series)
 - (4) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)

- (5) Naval Engineering Manual, COMDTINST M9000.6 (series)
 - (6) Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series)
 - (7) U. S. Navy Emergency Ship Salvage Material Catalog, NAVSEA 9004-LP-017-3010
 - (8) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (9) District/Area OPLAN
 - (10) Guidelines for Development of Area Maritime Security Committees and Area Maritime Security Plans Required for U.S. Ports, Navigation and Vessel Inspection Circular 9-02 (series)/COMDTPUB P167000.4 (series).
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event of an accident involving a Sector cutter, boat, vehicle, aircraft, or facility, or other occurrence requiring asset salvage.
 - c. Information. Sector Commanders shall establish a detailed salvage plan detailing duties and responsibilities in the event of damage to a Sector asset (cutter, boat, facility, aircraft, or vehicle). This bill also informs the preparation of Salvage Response Plans as part of Area Maritime Security Plans. Sector Commanders, as COTP, shall establish a Salvage Response Plan as an annex to Area Maritime Security Plans to serve as a coordination framework for the removal of obstructions to navigation pursuant to the SAFE Port Act.
 - d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

13. Unit Closure Bill.

- a. References.
 - (1) Shore Facility Emergency Action Plans, COMDTINST 5100.49
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) District/Area OPLAN
- b. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event it becomes necessary to temporarily close the Sector facility due to inclement weather or emergency.

- c. Information. In case of inclement weather or natural disaster, Sector Commanders should focus their efforts on minimizing personnel injury and materiel damage, while maintaining operational readiness as long as safely possible. Because of the wide variations in storms and other natural disasters, pre-planning for contingencies around general precautionary procedures should help mitigate the effects of these types of incidents. Closure of the Sector facility for all non-essential personnel, or for all personnel, is one such precautionary measure. Sector Commanders shall establish written procedures for temporarily closing the unit, as well as for notifying personnel in the event of a Sector closure.
- d. Procedures and Assignments. At a minimum, the Sector instruction or SOP outlining the procedures and assignments for implementing this bill shall contain applicable guidance from the references listed above and all Sector specific information.

D. Unit Contingency Plans.

1. References:

- a. National Response Framework (NRF)
- b. National Incident Management System (NIMS)
- c. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- d. Coast Guard Contingency Preparedness Planning Manual (CPPM), Vol. I, COMDTINST M3010.11 (series)
- e. Coast Guard Contingency Preparedness Planning Manual (CPPM), Vol. II, COMDTINST M3010.12 (series)
- f. Coast Guard Contingency Preparedness Planning Manual (CPPM), Vol. III, COMDTINST M3010.13 (series)
- g. Coast Guard Contingency Preparedness System (CPS), COMDTINST 3010.22 (series)
- h. Safety and Health Training for Emergency Response Operations, COMDTINST 6260.31 (series)
- i. National Search and Rescue Manual, COMDTINST M16120 (series)
- j. Maritime Law Enforcement Manual, COMDTINST M16247.1 (series)
- k. 40 CFR 300, National Contingency Plan (NCP)
- l. Guidelines for Development of Area Maritime Security Committees and Area Maritime Security Plans Required for U.S. Ports, COMDTPUB P167000.4 (series)
- m. Contingency Preparedness Guidance (CPG) - FY XX, COMDTINST 3010 series

- n. U.S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17 (series).
2. The following Contingency Plans are required to be developed and held by the Sector to assist in preparing for and responding to incidents/threats:
 - a. Area Contingency Plan (ACP) for oil spills and hazardous substance releases.
 - b. Area Maritime Security Plan (AMSP)
 - c. Area Maritime Security Salvage Plan
 - d. Continuity of Operations Plan (COOP) as a unit supplement to the District/Area OPLAN
 - e. Military Outloads
 3. The following Contingency Plans may be required by District/Area policy to be developed and held by the Sector (as a unit supplement to the District/Area OPLAN) to assist the Sector in preparing for and responding to incidents/threats:
 - a. Alien Migrant Interdiction Operations (AMIO)
 - b. Civil Disturbance
 - c. Combating Terrorism
 - d. Defense Plans
 - e. Major Marine Disaster
 - f. Mass Rescue Operations
 - g. Natural Disaster/Heavy Weather
 4. The Sector WQSB should incorporate unit personnel NIMS ICS assignments in accordance with the Sector's planned response noted in the Contingency Plans. Some contingency plans (e.g. ACP and AMSP) may include external agencies, port partners, etc. and therefore the unit WQSB may not need to address all NIMS ICS positions for response for that contingency plan.

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CHAPTER 6. BOARDS, COMMITTEES, AND COUNCILS

- A. Introduction. Sector Commanders shall establish such internal boards, committees, and councils as necessary to carry out the Commandant's policies and regulations, as established in applicable directives, for the effective management of their Sector. Boards, committees, and councils also serve as a forum to research issues, evaluate situations, and make policy and procedure recommendations for the Sector Commander's consideration. Due to the variance among individual Sectors, Sector Commanders shall use their discretion to determine which boards, committees, and councils they need to establish. Upon establishment, Sector Commanders shall ensure an activation memo is prepared and addressed to the chair. The memo should include, at a minimum, the purpose, membership, meeting requirements, required reports, specific duties and responsibilities, and any other Sector-specific information. Sector Commanders shall publish a Sector instruction or Standard Operating Procedure (SOP) as necessary to build upon the information provided below.
- B. Overview. The following list contains a general overview of those boards, committees, and councils common to most Coast Guard Sectors. The list is not intended to be all-inclusive. Sector Commanders shall modify these as necessary; however, Commandant guidance under purpose, membership, and meeting requirements are the minimum requirements. Sector Commanders may amplify this guidance, but may not change the basic guidance.
1. Audit and Inventory Board.
 - a. References.
 - (1) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (2) Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
 - (3) Classified Information Management Program, COMDTINST M5510.23 (series)
 - (4) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
 - (5) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
 - (6) Coast Guard Mutual Assistance Operating Manual, <http://www.cgmahq.org/>
 - (7) COMTAC Publications Index, COMDTINST M2600.1 (series)
 - (8) Health Services Allowance List, Ashore, COMDTINST M6700.5 (series)
 - (9) Management and Administration of Aviation Incentive Pays, COMDTINST 7220.39 (series)
 - (10) Medical Manual, COMDTINST M6000.1 (series)

- (11) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (12) Property Management Manual, COMDTINST M4500.5 (series)
 - (13) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
 - (14) Transportation of Freight, COMDTINST M4610.5 (series)
 - (15) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M 16000.6 (series)
- b. Purpose. This board ensures that personnel are assigned as needed to complete all required monthly, quarterly, semi-annual, annual, and relief audits and inventories in accordance with the above references.
 - c. Membership. The Sector Commander shall designate this board and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.
2. Awards Board.
- a. References.
 - (1) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)
 - (2) Coast Guard Civilian Employee of the Year Award (CEOY), COMDTINST 12451.2 (series)
 - (3) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36 (series)
 - (4) Coast Guard Non-Appropriated Fund Employee of the Year Award (NAF-EOY) Program, COMDTINST 12451.3 (series)
 - (5) Medals and Awards Manual, COMDTINST M1650.25 (series)
 - (6) Personnel Manual, COMDTINST M1000.6 (series)
 - b. Purpose. This board reviews award recommendations and recommends command approval, disapproval, or forwarding via the chain of command for consideration and final disposition.
 - c. Membership. The Sector Commander shall designate this board and its members.

- d. Meeting Requirements. The Sector Command shall specify meeting requirements.
- e. Required Reports. The Sector Command shall specify reporting requirements..
- 3. Budget Review Board.
 - a. References.
 - (1) Financial Resource Management Manual, COMDTINST M7100.3 (series)
 - b. Purpose. This board assists the Sector Commander in managing available funds by reviewing budgets before the command forwards them to the next level in the chain of command; reviewing actual spending plans as approved budgets are executed; and making recommendations on how to deal with funding shortfalls or additional funds available for reprogramming.
 - c. Membership. The Sector Commander shall designate this board and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.
- 4. Civilian Advisory Board.
 - a. References.
 - (1) Maintenance and Logistics Command (MLC) and/or District directives
 - b. Purpose. This board serves as a means for the Sector's civilian workforce to address concerns to the command that are unique to that population and for which there is no other appropriate forum. It also serves as a way for the command to forward information to the civilian workforce.
 - c. Membership. The Sector Commander shall designate this board and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.
- 5. Exchange Advisory Committee.
 - a. References.
 - (1) MLC and/or District directives
 - b. Purpose. This committee provides feedback to the Sector Commander and Coast Guard Exchange System managers on matters pertaining to the operation of any Exchange facilities aboard the Sector or Sector units.

- c. Membership. The Sector Commander shall designate this committee and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.
6. Human Relations Council.
- a. References.
 - (1) Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series)
 - (2) Commandant's Equal Opportunity and Sexual Harassment Policy Statements, COMDTINST 5350.21 (series)
 - b. Purpose. This council advises the Sector Commander and serves as a liaison between members of the command and the Sector Commander for equal opportunity and civil rights issues that arise at the unit. This committee also assists the Sector Commander in the promotion of a safe, open forum for discussing such issues and advocating a positive working environment free of discrimination, intimidation, and harassment.
 - c. Membership. The Sector Commander shall designate this council and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.
7. Permanent Unit Mishap Board.
- a. References.
 - (1) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (2) Administrative Investigations Manual, COMDTINST M5830.1 (series)
 - (3) Military Justice Manual, COMDTINST M5810.1 (series)
 - (4) Personnel Manual, COMDTINST M1000.6 (series)
 - (5) Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)
 - b. Purpose. This board investigates the cause of mishaps occurring at the Sector (a mishap is defined as any unplanned, unexpected, or undesirable event causing injury, occupational illness, death, or property damage/loss). Mishap classifications are defined in Chapter 3 of reference 7.a.(1) above.
 - c. Guidance. For all Class A and B mishaps, Commandant (CG-113) will determine the scope and requirements for mishap investigations, and may delegate the responsibility

- to conduct the investigation to the unit. Class C and D mishaps will normally be conducted by the unit, unless there is high interest or potential for similar mishaps exists. Members of the Board, as appointed in the Unit Mishap Pre-Mishap Plan, must be familiar with safety procedures and requirements of reference 7.a.(1) above, relevant directives, and preliminary mishap analysis procedures before a mishap occurs. This Board should also be familiar with reference 7.a.(2) above, as well as manuals that apply to decedent affairs and other Coast Guard investigations that may be required as a result of the incident. The Board must be familiar with what information can be shared with other investigations (see Enclosure 10 to reference 7.a.(1) above), since the scope and intent of those investigations will differ.
- d. Membership. The Sector Commander shall convene all unit level boards and assign appropriate members. For Class A and B unit mishap analysis boards, an investigator from the cognizant Maintenance and Logistics Command will be provided to participate on the board. Commandant (CG-113) shall assign members for all boards convened by Commandant.
 - e. Meeting Requirements. The Board Chairperson shall convene this board as directed by Commandant (CG-113) or the Sector Commander.
 - f. Required Reports. The Board Chairperson shall ensure that the Mishap Analysis Report for all boards convened by Commandant (CG-113) is submitted as required by the above directives to the Sector Commander for transmittal through the chain-of-command to Commandant (CG-113). All Class A, B, C and D mishaps shall also be entered into the E-Mishap Reporting System.
8. Morale, Well-Being, and Recreation (MWR) Committee.
- a. References.
 - (1) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
 - b. Purpose. This committee advises the Sector Commander on programs, resources, and initiatives to support and enhance the morale and well-being of Sector personnel. It also provides an avenue of communication between the MWR user and the command. This committee should work closely with the Logistics Department in planning, organizing, and executing MWR activities.
 - c. Membership. The Sector Commander shall designate this committee and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.

9. Officer Accessions Interview Board.

a. References.

(1) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)

(2) Personnel Manual, COMDTINST M1000.6 (series)

b. Purpose. This board conducts officer accession interviews for personnel applying to officer accession programs in accordance with the above references. The board shall assess the applicant's leadership potential, communication skills, and maturity. The Interview Board should work closely with the command and the Officer Programs Coordinator in carrying out their duties and responsibilities.

c. Membership. The Sector Commander shall designate this board and its members.

d. Meeting Requirements. The Sector Command shall specify meeting requirements.

e. Required Reports. The Sector Command shall specify reporting requirements.

10. Officer-in-Charge (OINC) Review Board.

a. References.

(1) Personnel Manual, COMDTINST M1000.6 (series)

(2) District directive

b. Purpose. This board pre-screens members interested in becoming certified for assignment to OINC billets to ensure the Sector Commander can recommend them to appear before the District Review Board.

c. Membership. The Sector Commander shall designate this board and its members.

d. Meeting Requirements. The Sector Command shall specify meeting requirements.

e. Required Reports. The Sector Command shall specify reporting requirements.

11. Patient Advisory Committee.

a. References.

(1) Medical Manual, COMDTINST M6000.1 (series)

b. Purpose. This committee provides a forum for beneficiaries to address issues regarding the Sector's health care facilities and services. It also functions as an advocacy group to establish patient education programs.

c. Membership. The Sector Commander shall designate this committee and its members.

- d. Meeting Requirements. The Sector Command shall specify meeting requirements.
- e. Required Reports. The Sector Command shall specify reporting requirements.

12. Qualification Boards.

- a. References.
 - (1) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
 - (2) Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)
 - (3) Marine Safety Manual, Volume I, Administration and Management, COMDTINST 16000.6 (series)
 - (4) U. S. Coast Guard Addendum to the National SAR Supplement (CGADD), COMDTINST M16130.2D
- b. Purpose. These boards evaluate the training progress of personnel, examine each individual's skill and knowledge proficiency, and certify each individual in specifically designated areas upon completion of training.
- c. Membership. The Sector Commander shall designate these boards and their members.
- d. Meeting Requirements. The Sector Command shall specify meeting requirements.
- e. Required Reports. The Sector Command shall specify reporting requirements.

13. Retiree Council.

- a. References.
 - (1) Commandant of the Coast Guard National Retiree Council Program, COMDTINST 1800.5 (series)
- b. Purpose. This council advises the Sector Commander on matters relating to retirees, their dependents, and dependents of deceased retired members in the community. Additionally, it serves as a liaison in monitoring information and providing input to the National Coast Guard Retiree Council regarding legislation and policies affecting retirees.
- c. Membership. The Sector Commander shall designate this council and its members.
- d. Meeting Requirements. The Sector Command shall specify meeting requirements.
- e. Required Reports. The Sector Command shall specify reporting requirements.

14. Safety and Environmental Health Committee.

a. References.

- (1) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
- (2) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

b. Purpose. This committee formulates command policy to protect personnel from safety and health hazards associated with the operation of the command. It also assists the Sector Commander in planning and coordinating Sector activities to comply with safety programs described in the above references.

c. Membership. The Sector Commander shall designate this committee and its members. At a minimum, it shall consist of the Deputy Sector Commander as the Chair and additional members as follows:

- (1) Sector Safety Manager (Senior Unit Safety Coordinator)
- (2) Logistics Department representative
- (3) Prevention Department representative
- (4) Response Department representative
- (5) Unit Safety Coordinators from Sector Departments and Sub-Units (as available)
- (6) Sector Command Chief
- (7) Flight Safety Officer (at Sectors with aviation assets)

d. Meeting Requirements. The Deputy Sector Commander shall convene this committee quarterly, and more often if emergent safety issues arise. At least four members are required for a quorum.

e. Required Reports. The Deputy Sector Commander shall ensure the Safety and Environmental Health Committee Meeting Minutes are submitted as required by the above directives to the Sector Commander within seven days after the committee adjourns.

15. Survey Board.

a. References.

- (1) Administrative Investigations Manual, COMDTINST M5830.1 (series)
- (2) Coast Guard Claims and Litigations Manual, COMDTINST M5890.9 (series)

- (3) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (4) Property Management Manual, COMDTINST M4500.5 (series)
 - b. Purpose. This board investigates and reports on the circumstances surrounding the loss, damage, or destruction of government property in accordance with the above directives. This board can be either a permanent board or convened on an “as required” basis.
 - c. Membership. The Sector Commander shall designate this board and its members.
 - d. Meeting Requirements. The Sector Command shall specify meeting requirements.
 - e. Required Reports. The Sector Command shall specify reporting requirements.
16. Training Board.
- a. References.
 - (1) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
 - (2) CG Philosophy on Training, Education and Development, COMDTINST 1500.23
 - (3) Commandant (CG-13) annual message announcing General Military Training requirements
 - (4) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
 - (5) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
 - (6) Personnel Manual, COMDTINST M1000.6 (series)
 - (7) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (8) The Coast Guard Organization Manual, COMDTINST M5400.7 (series)
 - (9) Training and Education Manual, COMDTINST M1500.10 (series)
 - (10) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (11) District directive
 - b. Purpose. This board establishes, reviews, and executes a Sector training plan to ensure Sector personnel receive all training required by the above references. The Training Board provides an opportunity for each department to have a voice on training concerns and issues and to make recommendations for improving the quality

and/or quantity of training provided by the command. The board meetings should include a focus on potential training and professional development opportunities, a review and approval of the Training Officer's proposed quarterly all hands training, an evaluation of the overall effectiveness and efficiency of the unit's training and qualification program, and serve as a mechanism to keep the training plan current to reflect changing requirements.

- c. Membership. The Sector Commander shall designate this board and its members.
- d. Meeting Requirements. The Sector Command shall specify meeting requirements.
- e. Required Reports. The Sector Command shall specify reporting requirements.

17. Wellness Committee.

- a. References.
 - (1) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
- b. Purpose. This committee coordinates unit participation in health promotion, nutrition, fitness, and stress management activities.
- c. Membership. The Sector Commander may designate this committee and its members.
- d. Meeting Requirements. The Sector Command shall specify meeting requirements.
- e. Required Reports. The Sector Command shall specify reporting requirements.

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CHAPTER 7. COLLATERAL DUTIES

- A. Introduction. Sector Commanders shall assign collateral duties as needed to carry out the Commandant's policies and regulations as established in applicable directives. Due to the variance across Sectors, Sector Commanders shall use their discretion to determine which collateral duty positions are appropriate and shall ensure designation letters, if required, are prepared in accordance with governing directives.
- B. Command Assignment List. Sector Commanders shall publish a Command Assignment List in a Sector instruction that includes all primary and collateral duty assignments. The following list, not intended to be all-inclusive, contains a general overview of those collateral duties common to most Coast Guard Sectors. Sector Commanders may eliminate collateral duty positions or add others as needed to meet Sector needs (e.g., MLC Safety and Environment Health collateral duties).
 1. Agent Cashier.
 - a. Overview. Agent Cashiers are personally responsible to the United States Government for procuring, safeguarding, disbursing, and accounting for all official funds in their custody.
 - b. Guidance. The Agent Cashier shall refer to the following references in the performance of duties.
 - (1) Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
 - (2) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)
 - (3) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (4) Travel Charge Card Program, COMDTINST 4600.14 (series)
 - (5) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 2. Alternate Compliance Program (ACP) Officer.
 - a. Overview. The Officer in Charge, Marine Inspection (OCMI) shall designate one person to coordinate and administer the ACP at the Sector. The duties of the ACP Officer include maintaining contact with the local classification society surveyor, participating vessel owners, operators and their designated representatives, and other relevant parties to verify that delegated activities are being performed at the intervals and in the manner prescribed by the terms of the ACP.
 - b. Guidance. The ACP Officer shall refer to the following references in the performance of duty.

- (1) Marine Safety Manual Volume II, Materiel Inspection, COMDTINST 16000.7 (series)

3. Aviation Incentive Pay Administrator.

- a. Overview. Sector Commanders shall assign an Aviation Incentive Pay Administrator to manage and administer aviation career incentive pay (ACIP) and hazardous duty incentive pay (HDIP) for Coast Guard members assigned to duties involving aerial flight or U. S. Public Health Service officers assigned as flight surgeons.
- b. Guidance. The Aviation Incentive Pay Administrator shall refer to the following reference(s) in the performance of duties.
 - (1) Management and Administration of Aviation Incentive Pays, COMDTINST 7220.39 (series)
 - (2) Marine Safety Manual Volume I, Administration and Management, COMDTINST M16000.6 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

4. Budget Officer.

- a. Overview. Sector Commanders shall assign Budget Officers for each department, division, or staff component as needed to oversee and administer the budgets allotted to each.
- b. Guidance. The Budget Officer shall refer to the following references in the performance of duties.
 - (1) Financial Resource Management Manual, COMDTINST M7100.3 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

5. Captain-of-the-Watch.

- a. Overview. At Sectors with a Coast Guard Dining Facility, Sector Commanders shall assign a Food Service Specialist in charge of each watch for carrying out the daily galley routine.
- b. Guidance. The Captain-of-the-Watch shall refer to the following references in the performance of duties.
 - (1) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
 - (2) Food Service Sanitation Manual, COMDTINST M6240.4 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

6. Career Development Advisor (CDA).

- a. Overview. The CDA is responsible for coordinating career development programs for Sector personnel and providing communication to commanding officers and officers-in-charge of subordinate commands on career planning, career development, leadership initiatives, and policies and programs affecting the active and reserve personnel. The CDA maintains active liaison with the ESO and the Sector Training Officer.
- b. Guidance. The CDA shall refer to the following directives in the performance of duties.
 - (4) Career Development Advisor Program, COMDTINST 1040.4 (series)
 - (5) Coast Guard Tuition Assistance (TA) Program, COMDTINST 1500.24 (series)
 - (6) Personnel Manual, COMDTINST M1000.6 (series)
 - (7) Training and Education Manual, COMDTINST M1500.10 (series)
 - (8) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

7. Casualty Assistance Calls Officer (CACO).

- a. Overview. Sector Commanders closest to the locale of the next of kin (NOK) shall assign a CACO upon notification of the death of an active duty, reserve, or retired member or dependent of such member. The CACO shall provide the necessary assistance to notify the NOK, and to advise the NOK of rights and benefits.
- b. Guidance. The CACO shall refer to the following references in the performance of duties.
 - (1) Decedent Affairs Guide, COMDTINST M1770.1 (series)
 - (2) Personnel Manual, COMDTINST M1000.6 (series)
 - (3) Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)
 - (4) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

8. Classified Material Control Officer (CMCO).

- a. Overview. The Sector Commander shall designate a CMCO to ensure the proper operation of, and accountability for, the classified material control system, including the receipt, maintenance, inventory, destruction, and security of all classified material in the possession or custody of the Sector.
- b. Guidance. The CMCO shall refer to the following references in the performance of duties.

- (1) Classified Information Management Program, COMDTINST M5510.23 (series)
- (2) Information Assurance Manual, COMDTINST M5500.13 (series)
- (3) Military Personnel Security Program, COMDTINST M5520.12 (series)
- (4) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

9. Coast Guard Auxiliary Liaison Officer.

- a. Overview. Sector Commanders shall assign a Collateral Duty Coast Guard Auxiliary Liaison Officer who is responsible for serving as the Sector Commander's direct representative in matters pertaining to Auxiliary personnel, boat, and aviation resources and their associated administrative, budgetary, and training requirements when supporting Sector operations.
- b. Responsibilities. In carrying out these responsibilities, Collateral Duty Coast Guard Auxiliary Liaison Officers shall accomplish the following:
 - (1) Oversee Auxiliary administration. Providing administrative support to Auxiliary units and coordinating the use of Auxiliary units and personnel.
 - (2) Oversee Auxiliary operations. Providing operational support to Auxiliary units and coordinating Auxiliary support.
- c. Guidance. The Coast Guard Auxiliary Liaison shall refer to the following references in the performance of duties.
 - (1) Auxiliary Manual, COMDTINST M16790.1 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

10. Coast Guard Dining Facility Master-at-Arms (CGDF MAA).

- a. Overview. At Sectors with a Coast Guard Dining Facility, Sector Commanders shall assign a CGDF MAA to promote the health and well-being of Sector personnel by ensuring proper preparation of food and cleanliness of all utensils and dining areas.
- b. Guidance. The CGDF MAA shall refer to the following references in the performance of duties.
 - (1) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
 - (2) Food Service Sanitation Manual, COMDTINST M6240.4 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

11. Coast Guard Mutual Assistance (CGMA) Representative.

- a. Overview. Sector Commanders shall assign a CGMA Representative and an adequate number of assistant representatives to administer the CGMA Program within the Sector. The CGMA Representative is responsible for promoting, managing, supervising, and directing all CGMA activities for each Coast Guard unit within their Area of Responsibility (AOR) under the policy guidance of the CGMA Board of Control. The CGMA Representative and assistant representatives shall safeguard CGMA funds, and exercise appropriate fiduciary responsibility over CGMA receipts and expenditures.
- b. Guidance. The CGMA Representative reports to the CGMA Regional Director (the Sector Commander unless otherwise delegated) and shall refer to the following references in the performance of duties.
 - (1) Coast Guard Mutual Assistance Operating Manual, <http://cgmahq.org>.
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

12. Coast Guard Reserve Program Coordinator.

- a. Overview. At Sectors with a Coast Guard Reserve complement, the Reserve Program Coordinator serves as a point of contact for reserve matters at the Sector and coordinates as required with the Sector Commander, the Senior Reserve Officer assigned, and the Integrated Support Command Force Optimization Branch.
- b. Guidance. The Coast Guard Reserve Program Coordinator shall refer to the following references in the performance of duties.
 - (1) Personnel Manual, COMDTINST M1000.6 (series)
 - (2) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

13. Collateral Duty Addictions Representative (CDAR).

- a. Overview. The Sector Commander shall designate a primary CDAR and an adequate number of assistant CDARs as necessary to serve as consultants and advisors to the Sector Commander in the administration of the Coast Guard Addictions Treatment and Prevention Programs.
- b. Guidance. The CDAR shall refer to the following references in the performance of duties.
 - (1) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
 - (2) Personnel Manual, COMDTINST M1000.6 (series)

- (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

14. Command Intelligence Officer (CIO).

- a. Overview. Sectors with a full-time billeted Sector Intelligence Officer (SIO) are not required to have a Command Intelligence Officer (CIO); however, subordinate Sector units (e.g., Stations, Cutters, etc.) are still required to designate a CIO in writing. As the field unit representative of the Coast Guard Intelligence Program, CIOs serve a vital role in supporting unit and Sector intelligence needs through overt intelligence collection, reporting, and information sharing with local law enforcement and intelligence professionals. CIOs should coordinate their intelligence activities with their SIO and maintain a close working relationship with their respective FIST.
- b. Guidance. In addition to attending the Command Intelligence Officer Course at TRACEN Yorktown (INT-100), the CIO shall refer to the following references in the performance of their duties:
 - (1) Command Intelligence Officers, COMDTINST 3821.16 (series)
 - (2) Field Intelligence Reports, COMDTINST 3821.15 (series)

15. Command Security Officer (CSO).

- a. Overview. The Sector Commander shall designate the CSO in writing. As the Sector Commander's security advisor and point of contact for security and counterintelligence related matters, the CSO is responsible for promulgating and implementing security programs, policies, plans, and procedures, as required by all applicable security instructions, and for assisting subordinate units with compliance.
- b. Guidance. The CSO shall refer to the following references in the performance of duties.
 - (1) Classified Information Management Program, COMDTINST M5510.23 (series)
 - (2) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (4) Coast Guard Counterintelligence Program, COMDTINST M3850.1

16. Communications Tactical (COMTAC) Publications Control Officer.

- a. Overview. The Sector Commander shall assign a COMTAC Publications Control Officer to maintain and account for any COMTAC publications held at the Sector.
- b. Guidance. The COMTAC Publications Control Officer shall refer to the following references in the performance of duties.

- (1) Classified Information Management Program, COMDTINST M5510.23 (series)
- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

17. Contracting Officer.

- a. Overview. The Contracting Officer shall be designated in writing by the servicing Chief of Contracting (COCO) and specify the limits of the Contracting Officer's authority to bind the government by entering into, administering, or terminating contracts. Contracting officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships.
- b. Guidance. The Contracting Officer shall refer to the following references in the performance of duties.
 - (1) Code of Federal Regulations, Title 48, Federal Acquisition Regulations (FAR) System
 - (2) Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

18. Critical Incident Stress Management Peer Support Person.

- a. Overview. Sector Commanders shall recommend Peer Support Persons in sufficient numbers whenever possible to support the CISM program within the AOR.
- b. Guidance. The Critical Incident Stress Management Peer Support Person shall refer to the following reference in the performance of duties.
 - (1) Critical Incident Stress Management (CISM), COMDTINST 1754.3 (series)

19. Directives Coordinator.

- a. Overview. Sector Commanders shall assign a Directives Coordinator to ensure compliance with guidelines for those directives issued under their area of responsibility.
- b. Guidance. The Directives Coordinator shall refer to the following references in the performance of duties.
 - (1) Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600
 - (2) The Coast Guard Directives System, COMDTINST M5215.6 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

20. Education Services Officer (ESO)/Education Program Specialist.

- a. Overview. Sector Commanders shall assign an ESO/Education Program Specialist to provide assistance and counseling to Sector active, reserve, and civilian personnel on professional growth and development opportunities, and continuing education options.
- b. Guidance. The Education Services Officer (ESO)/Education Program Specialist shall refer to the following references in the performance of duties.
 - (1) Education Services Officer (ESO) Procedures, Volumes I-IV, CGI P1550.1 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) Training and Education Manual, COMDTINST M1500.10 (series)

21. Electronic Key Management System (EKMS) Manager.

- a. Overview. Sector Commanders shall designate an EKMS manager who is responsible for ensuring the proper distribution, control, security, and accountability of COMSEC material at the Sector.
- b. Guidance. The EKMS Manager shall refer to the following references in the performance of duties.
 - (1) Classified Information Management Program, COMDTINST M5510.23 (series)
 - (2) Military Personnel Security Program, COMDTINST M5520.12 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

22. Finance and Procurement Desktop (FPD) Administrator.

- a. Overview. Sector Commanders shall assign an FPD Administrator to assist Program Element Managers to manage Sector funding and spending levels, submit financial documents, and reconcile all FPD ledgers and reports.
- b. Guidance. The FPD Administrator shall refer to the following references in the performance of duties.
 - (1) Finance and Procurement Desktop Introductory Guide, <https://financialdesktop.fincen.uscg.mil/>
 - (2) Financial Resource Management Manual, COMDTINST M7100.3 (series)
 - (3) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)

- (4) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

23. Food Service Officer (FSO).

- a. Overview. At those Sectors with a Coast Guard Dining Facility (CGDF), the Sector Commander shall assign a Food Service Officer who is responsible for overseeing the daily CGDF operations and its assigned food service personnel including, but not limited to the CGDF MAA, the Captain of the Watch, and the Jack-of-the-Dust.
- b. Guidance. The FSO shall refer to the following references in the performance of duties.

- (1) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- (2) Food Service Sanitation Manual, COMDTINST M6240.4 (series)
- (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

24. Freedom of Information Act (FOIA) Officer.

- a. Overview. Sector Commanders shall designate a FOIA Officer to oversee administration of the Freedom of Information and Privacy Acts, assure proper response and maintain accurate records on all Act inquiries, and educate Sector personnel on their rights under the Privacy Act.
- b. Guidance. The FOIA Officer shall refer to the following references in the performance of duties.

- (1) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (2) The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series)
- (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

25. Funds Certifying Official.

- a. Overview. Sector Commanders shall designate a Funds Certifying Official who is responsible for providing fiscal authority for funds certification.
- b. Guidance. The Funds Certifying Official shall refer to the following references in the performance of duties.

- (1) Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series)
- (2) Financial Resource Management Manual, COMDTINST M7100.3 (series)

- (3) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)
- (4) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

26. Governmental Affairs Officer.

- a. Overview: Sector Commanders shall assign a Collateral Duty Governmental Affairs Officer (GAO) responsible for carrying out responsibilities including, outreach engagement, internal and external relation building, event documentation, and external communications. The collateral duty GAO will also provide support during an ICS environment. This may include staffing a Joint Information Center (JIC).
- b. Responsibilities: In carrying out these responsibilities, Collateral Duty GAOs shall accomplish the following:
 - (1) Oversee outreach engagement efforts. Coordinating comprehensive and effective plans and outreach strategies for internal and external integration of congressional and governmental engagements to develop new venues for information dissemination through relationship building.
 - (2) Oversee internal and external relations. Analyzing issues or events that have the potential to affect relations with governmental agencies and ultimately the success of Coast Guard initiatives, including legislative processes, governmental policies, hearing preparations, and congressional inquiries.
 - (3) Oversee event documentation. Maximize contact and participation of members of congress, state and local officials in ceremonies and special events.
 - (4) Oversee external communications. Share information with federal, state, local governments, tribal and private organizations as appropriate.
 - (5) Oversee ICS GAO Support. Complete common responsibilities, coordinate release of information and assist the Incident Commander with Governmental Advisories and sharing of appropriate information with stakeholders.
- c. Guidance: The Governmental Affairs Officer shall refer to the following references for guidance:
 - (1) GAO Handbook
 - (2) COMDTINST 5730.2 (series), The Coast Guard Engagement Plan
 - (3) Recess Guidance

27. Government Purchase-Card (P-Card) Approving Official (AO).

- a. Overview. Sector Commanders shall designate a P-Card Approving Official. The P-Card is the preferred method for buying supplies and services at or below the micro-purchase threshold. Use of the P-Card is encouraged because it reduces costly administrative functions associated with purchase orders, Blanket Purchase Agreements (BPAs) and other simplified acquisition methods. The P-Card AO is the official designated in writing, one supervisory level by rank or command structure above the cardholder, who is responsible for overseeing and reviewing individual cardholder P-Card activity. The P-Card AO must review each cardholder's Purchase Card Statement (PCS) for accuracy and completeness, reviewing each purchase for official use and regulatory compliance.
- b. Guidance. The P-Card AO shall refer to the following references in the performance of duties.
 - (1) Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series)
 - (2) Code of Federal Regulations, Title 48, Federal Acquisition Regulations (FAR) System
 - (3) Financial Resource Management Manual, COMDTINST M7100.3 (series)
 - (4) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)
 - (5) Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series)
 - (6) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)

28. Government Purchase-Card (P-Card) Organization Program Coordinator (OPC).

- a. Overview. Sector Commanders shall designate a P-Card Organization Program Coordinator. The P-Card is the preferred method for buying supplies and services at or below the micro-purchase threshold. Use of the P-Card is encouraged because it reduces costly administrative functions associated with purchase orders, Blanket Purchase Agreements (BPAs) and other simplified acquisition methods. The P-Card OPC is the individual designated to oversee the P-card program within a specific area of responsibility. The P-Card OPC is responsible for managing Sector accounts, maintaining accurate lists of cardholders and hierarchies, resolving technical problems between cardholders and the bank, auditing accounts and transactions, and establishing cardholder training guidelines.
- b. Guidance. The P-Card OPC shall refer to the following references in the performance of duties.

- (1) Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series)
- (2) Code of Federal Regulations, Title 48, Federal Acquisition Regulations (FAR) System
- (3) Financial Resource Management Manual, COMDTINST M7100.3 (series)
- (4) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)
- (5) Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series)
- (6) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)

29. Government Travel Charge Card Coordinator.

- a. Overview. Sector Commanders shall designate a Travel Charge Card Coordinator to oversee the issuance and use of the Government Travel Charge Card by Sector personnel.
- b. Guidance. The Government Travel Card Coordinator shall refer to the following references in the performance of duties.
 - (1) Travel Charge Card Program, COMDTINST 4600.14 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

30. Hazardous Waste/Pollution Prevention Coordinator.

- a. Overview. Sector Commanders shall designate a Hazardous Waste/Pollution Prevention Coordinator responsible for management and oversight of hazardous wastes being handled at the Sector to ensure compliance with federal, state, and local laws concerning hazardous materials.
- b. Guidance. The Hazardous Waste/Pollution Prevention Coordinator shall refer to the following references in the performance of duties.
 - (1) Hazardous Waste Management Manual, COMDTINST M16478.1 (series)
 - (2) Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series)
 - (3) The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (P2), COMDTINST M16455.10 (series)
 - (4) The Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)

- (5) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

31. Human Relations Council (HRC) Chairperson.

- a. Overview. Sector Commanders shall appoint an HRC Chairperson to conduct regular meetings of the Human Relations Council in order to advise the Sector Commander on human relations, equal opportunity, and diversity issues.
- b. Guidance. The HRC Chairperson shall refer to the following references in the performance of duties.
 - (1) Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series)
 - (2) Commandant's Equal Opportunity and Sexual Harassment Policy Statements, COMDTINST 5350.21 (series)

32. Information Systems Security Assistant (ISSA).

- a. Overview. Sector Commanders shall appoint an Information Systems Security Assistant to perform the day-to-day duties of safeguarding Coast Guard information by implementing and enforcing Information Assurance (IA) program policies, procedures, and processes.
- b. Guidance. The ISSA shall refer to the following reference in the performance of duties.
 - (1) Information Assurance Manual, COMDTINST M5500.13 (series)

33. Jack-of-the-Dust.

- a. Overview. At Sectors with a Coast Guard Dining Facility, Sector Commanders shall assign a Food Service Specialist to serve as the Jack-of-the-Dust who is responsible for receiving, accounting for, and issuing food stores.
- b. Guidance. The Jack-of-the-Dust shall refer to the following references in the performance of duties.
 - (1) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
 - (2) Food Service Sanitation Manual, COMDTINST M6240.4 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

34. Key Control Officer.

- a. Overview. Sector Commanders shall designate a Key Control Officer responsible for the supply of locks and how they are stored, handling of keys, record files, investigation of lost keys, maintenance and operation of key repositories, and the overall supervision of the key and lock control system.

- b. Guidance. The Key Control Officer shall refer to the following references in the performance of duties.

- (1) Physical Security and Force Protection Program, COMDTINST 5530.1 (series)
- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

35. Local Housing Officer.

- a. Overview. Sector Commanders shall assign a Local Housing Officer responsible for on-site management of the leased housing program and any owned housing sites within the Sector, including the surrounding grounds and common facilities of family and unaccompanied housing. The Local Housing Officer is also responsible for serving as a liaison with the local Integrated Support Command and Maintenance and Logistics Command, as necessary, on housing issues
- b. Guidance. The Local Housing Officer shall refer to the following references in the performance of duties.

- (1) Coast Guard Housing Manual, COMDTINST M11101.13 (series)
- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

36. Morale, Well-Being and Recreation (MWR) Committee Chairperson.

- a. Overview. Sector Commanders shall appoint an MWR Committee Chairperson to conduct regular meetings of the Morale Committee in order to advise the Sector Commander on programs, resources, and initiatives to support and enhance the morale and well-being of Sector personnel.
- b. Guidance. The MWR Committee Chairperson shall refer to the following references in the performance of duties.

- (1) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

37. Morale, Well-Being and Recreation (MWR) Custodian.

- a. Overview. Sector Commanders shall assign an MWR Custodian responsible for controlling and accounting for all MWR property and funds and accurately maintaining all related records and reports.
- b. Guidance. The MWR Custodian shall refer to the following references in the performance of duties.

- (1) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)

- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

38. Morale, Well-Being and Recreation (MWR) Officer.

- a. Overview. Sector Commanders shall appoint an MWR Officer responsible for the overall management, operation, and execution of the Sector's MWR program.
- b. Guidance. The MWR Officer shall refer to the following references in the performance of duties.

- (1) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)

- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

39. Motor Vehicle Manager.

- a. Overview. Sector Commanders shall assign a Motor Vehicle Manager responsible for managing an effective motor vehicle utilization program to ensure maximum efficiency, economy, safety, and preservation of all assigned motor vehicles.
- b. Guidance. The Motor Vehicle Manager shall refer to the following references in the performance of duties.

- (1) Motor Vehicle Manual, COMDTINST M11240.9 (series)

- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

40. Officer Evaluation Report (OER) Administrator.

- a. Overview. Sector Commanders shall designate an OER Administrator responsible for ensuring timely OER submission for officers under their administrative jurisdiction.
- b. Guidance. The OER Administrator shall refer to the following references in the performance of duties.

- (1) Personnel Manual, COMDTINST M1000.6 (series)

- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

41. Officer Programs Coordinator.

- a. Overview. Sector Commanders shall designate an Officer Programs Coordinator to serve as a liaison with the local Recruiting Offices and coordinate all officer accession interviews for personnel applying to officer accession programs within the Sector's geographic boundaries.

- b. Guidance. The Officer Programs Coordinator shall refer to the following references in the performance of duties.

- (1) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)

- (2) Personnel Manual, COMDTINST M1000.6 (series)

42. Official Mail Manager.

- a. Overview. Sector Commanders shall appoint an Official Mail Manager responsible for managing the postal operations to ensure the Sector and subordinate units comply with Department of Homeland Security, Coast Guard, and U. S. Postal Service policies, as appropriate.

- b. Guidance. The Official Mail Manager shall refer to the following references in the performance of duties.

- (1) U. S. Coast Guard Postal Manual, COMDTINST M5110.1 (series)

- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

43. Ombudsman.

- a. Overview. Sector Commanders shall appoint an Ombudsman responsible for serving as a point of contact for, and liaison between, the command and unit families. The Ombudsman should meet with the command regularly to obtain information on concerns common to unit families; inform family members on behalf of the command through periodic meetings and mailings; and refer families to appropriate sources of assistance in resolving family-related questions.

- b. Guidance. The Ombudsman shall refer to the following references in the performance of duties.

- (1) Ombudsman Program, COMDTINST 1750.4 (series)

- (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

44. Occupational Medical Surveillance and Evaluation Program (OMSEP) Coordinators.

- a. Overview. Sector Commanders shall appoint OMSEP Coordinators, usually Unit Safety Coordinators, responsible for updating the database of OMSEP enrollees, ensuring OMSEP examinations are completed in a timely fashion. The OMSEP Coordinator is responsible for assuring the privacy, confidentiality and security of the OMSEP records and reports.

- b. Guidance. An OMSEP Coordinator shall be appointed for the main Sector office, and for each remote Sector Sub-Unit or Field Office. OMSEP Coordinators make recommendations for enrollment and dis-enrollment of unit personnel into the

OMSEP program to the cognizant District Safety and Environmental Health Officer (SEHO). Each OMSEP Coordinator reports to the Deputy Commander or Executive Officer of their respective unit and shall refer to the following references in the performance of duties.

- (1) Medical Manual, COMDTINST M6000.1C (series)
- (2) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
- (3) Sector instruction or SOP

45. Partnership in Education (PIE) Coordinator.

- a. Overview. Sector Commanders shall assign a PIE Coordinator responsible for establishing a partnership with a local elementary or secondary school to enhance educational opportunities and career awareness through direct participation in education related programs.
- b. Guidance. The PIE Coordinator shall refer to the following reference in the performance of duties.
 - (1) Coast Guard Partnership in Education, COMDTINST 5350.22 (series)

46. Payment Authorizing Officer (PAO).

- a. Overview. Sector Commanders shall designate a Payment Authorizing Official. Federal regulations require checks and balances to ensure a requestor of services is acting in the government's best interests. The PAO certifies vouchers/transactions upon which disbursements will be made and forwards the certifications directly to the Authorized Certifying Officers (ACOs) at the Finance Center or Personnel Service Center.
- b. Guidance. The PAO shall refer to the following references in the performance of duties.
 - (1) Transportation of Freight, COMDTINST M4610.5 (series)
 - (2) Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
 - (3) Electronic Transportation Acquisition (ETA) User and Training Guide, <http://www.fincen.uscg.mil/freight.htm>

47. Performance Incentive Pay Official (PIPO).

- a. Overview. The Sector Commander shall designate a PIPO to coordinate the civilian personnel Excellence, Achievement and Recognition System (EARS) and to exercise responsibility for approving civilian quality step increases and performance awards.

- b. Guidance. The PIPO shall refer to the following reference in the performance of duty.

- (1) Excellence, Achievement, and Recognition System (EARS), COMDTINST M12430.6 (series)

48. Preliminary Inquiry Officer (PIO).

- a. Overview. A Preliminary Inquiry Officer is designated by the command, either orally or in writing, to conduct a preliminary inquiry into any allegation of misconduct committed by a member of the armed forces
- b. Guidance. The PIO shall refer to the following references in the performance of duties.

- (1) Manual for Courts-Martial, United States (current edition)
 - (2) Military Justice Manual, COMDTINST M5810.1 (series)
 - (3) United States Code, Title 10, Subtitle A, Part I, Chapter 47, Sections 801-946, (as amended), Uniform Code of Military Justice (UCMJ)

49. Property Officer.

- a. Overview. Sector Commanders shall designate a Property Officer responsible for the effective administration and maintenance of the property accountability and control system within the Sector. The Property Officer is also responsible for designating Property Custodians for each custodial area.
- b. Guidance. The Property Officer shall refer to the following reference in the performance of duties.

- (1) Property Management Manual, COMDTINST M4500.5 (series)

50. Public Affairs Officer (PAO).

- a. Overview: Sector Commanders shall assign a unit-level PAO. Careful review of such factors as population/city size, the number of media outlets, etc., within that Sector's AOR should be considered when determining assignment of the PAO. Appropriate rank and operational experience, as well as whether the billet should be a primary or collateral duty, should be carefully considered. As relationships are critical to the role of PAO, Sector Commanders are also encouraged to keep their unit PAOs assigned for extended periods, to include the full length of a tour, vice frequently rotating the function. The Sector PAO is responsible for carrying out the Sector's public affairs program, including media relations, community relations and internal information. The PAO should also be pre-designated to fill the Information Officer role during an ICS environment/response until District, PIAT or other fulltime, professional PA support arrives. This may include staffing a Joint

Information Center (JIC) and contingency public communications. A listing of applicable PAO training courses is available through the Coast Guard's Training Quota Management (TQM) Web site. In this area, public affairs is an operational command function.

- b. Responsibilities. In carrying out these responsibilities, Collateral Duty PAOs shall accomplish the following:
 - (1) Oversee media relations. Coordinating the release of information and assisting the Sector Commander with media relations.
 - (2) Oversee community relations. Implementing public involvement programs and maintaining relations with local communities.
 - (3) Oversee internal communications. Sharing information with Sector personnel and their dependents.
 - (4) Oversee event documentation. Preparing to document operations and documenting significant operations.
 - (5) Oversee ICS public affairs support. Completing common responsibilities, coordinating the release of information, and assisting the Incident Commander with media information.
 - (6) Although governmental affairs and stakeholder outreach are also critically important, they should be considered as separate responsibilities assigned to someone other than the unit PAO if at all possible. Contact your District External Affairs Officer for additional information about how to best support the Coast Guard Engagement Plan within your AOR.
- c. Guidance. The Public Affairs Officer shall refer to the following references in the performance of duties.
 - (1) Public Affairs Manual, COMDTINST M5728.2 (series)
 - (2) Emergency Support Function (ESF) #15 – External Affairs Annex to National Response Framework

51. Qualified Recycling Program (QRP) Coordinator.

- a. Overview. Sector Commanders who choose to establish a Qualified Recycling Program shall designate a QRP Coordinator responsible for managing the collection and sale of recyclable materials to commercial business for recycling.
- b. Guidance. The QRP Manager shall refer to the following reference in the performance of duties.
 - (1) CG Qualified Recycling Program (QRP) Policy, COMDTINST 16477.5 (series)

52. Safety Manager (Senior Unit Safety Coordinator).

- a. Overview. At the main Sector office, the Sector Commander shall appoint a Safety Manager (Senior Unit Safety Coordinator) to assist the Safety Officer (Deputy Sector Commander) in administering the overall day-to-day functions comprising the unit safety and environmental health program, and to manage the activities of all other assigned Unit Safety Coordinators. Due to the scope of responsibility for this position, strong consideration should be given to making this a full-time position. The Safety Manager (Senior Unit Safety Coordinator) should attend the Unit Safety Coordinator Course, and the Safety Manager Course.
- b. Responsibilities. In carrying out these responsibilities, the Safety Manager (Senior Unit Safety Coordinator) shall accomplish the following:
 - (1) Oversee Sector personnel occupational safety and environmental health. Employing risk management to protect personnel, maintaining personal protective equipment and clothing, overseeing work in confined spaces, and directing mishap response, investigation and reporting.
 - (2) Oversee Sector asset safety. Ensuring a safe and healthy work environment and directing the General Mishap and Fire Prevention Program.
 - (3) Schedule and manage all logistics associated with convening the Safety and Environmental Health Committee.
- c. Guidance. The Safety Manager (Senior Unit Safety Coordinator) reports to the Safety Officer (Deputy Sector Commander). All other Unit Safety Coordinators report to their supervisors, but receive direction for the unit safety program from the Safety Manager (Senior Unit Safety Coordinator). All assigned Unit Safety Coordinators shall refer to the following references in the performance of duties:
 - (1) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) Medical Manual, COMDTINST M6000.1C (series)
 - (4) Sector instruction or SOP

53. Savings Bond Coordinator.

- a. Overview. Sector Commanders shall appoint a Savings Bond Coordinator to oversee the promotion and administration of the annual Savings Bond Campaign.
- b. Guidance. The Savings Bond Coordinator shall refer to the following references in the performance of duties.
 - (1) U. S. Savings Bond Program, COMDTINST 5120.2 (series)

54. Training Officer.

- a. Overview. Sector Commanders shall appoint a Training Officer responsible for overseeing the Sector's Training Board. This board is charged with establishing, reviewing, and executing a Sector training plan ensuring Sector personnel receive all general and specialized training required, and evaluating the overall efficiency of the Sector's training and qualification program.
- b. Guidance. The Training Officer shall refer to the following references in the performance of duties.
 - (1) Commandant (CG-13) annual message announcing General Military Training requirements
 - (2) Training and Education Manual, COMDTINST M1500.10 (series)
 - (3) CG Philosophy on Training, Education, and Development, COMDTINST 1500.23 (series)

55. Transportation Officer.

- a. Overview. At Sectors that require transportation services from commercial carriers, the Sector Commander shall appoint a fully qualified civilian or military member as the Transportation Officer.
- b. Guidance. The Transportation Officer shall refer to the following references in the performance of duties.
 - (1) Transportation of Freight, COMDTINST M4610.5 (series)
 - (2) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

56. Travelers Check Agent.

- a. Overview. Sector Commanders shall designate a primary and alternate Travelers Check Agent to issue traveler's checks in accordance with the applicable directives.
- b. Guidance. The Travelers Check Agent shall refer to the following reference(s) in the performance of duties.
 - (1) Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
 - (2) Travel Charge Card Program, COMDTINST 4600.14 (series)
 - (3) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

57. Unit Civil Rights Officer.

- a. Overview. The Sector Commander shall designate a Unit Civil Rights Officer to manage the Sector-level implementation of the Coast Guard Equal Opportunity Program.
- b. Guidance. The Unit Civil Rights Officer shall refer to the following references in the performance of duties.
 - (1) Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

58. Unit Health Promotion Coordinator (UHPC).

- a. Overview. Sector Commanders shall designate a primary and alternate UHPC responsible for coordinating with the Regional Health Promotion Manager to carry out the Sector's Health Promotion Program.
- b. Guidance. The UHPC shall refer to the following references in the performance of duties.
 - (1) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
 - (2) Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series)

59. Unit Mail Clerk.

- a. Overview. Unit Mail Clerks receive and deliver incoming and outgoing mail, and promote efficient and economical mailing practices consistent with the Coast Guard mission and security requirements.
- b. Guidance. Unit Mail Clerks shall refer to the following references in the performance of duties.
 - (1) Department of Defense Postal Manual, DOD 4525.6-M
 - (2) U. S. Coast Guard Postal Manual, COMDTINST M5110.1 (series)

60. Unit Safety Coordinators.

- a. Overview. Sector Commanders shall appoint Unit Safety Coordinators responsible for assisting the Safety Officer and Safety Manager in carrying out the unit safety and occupational health programs. At the main Sector office, a Safety Manager (Senior Unit Safety Coordinator) shall assist the Safety Officer (Deputy Sector Commander) in administering the overall day-to-day functions comprising the unit safety and environmental health program, and shall coordinate the activities of all other assigned Unit Safety Coordinators. Due to the scope of responsibility for this position,

consideration should be given to making this a full-time position. The Sector Commander shall also appoint collateral-duty Unit Safety Coordinator at each remote Sector Sub-Unit or Field Office, and one for each Department within the main Sector office. All Unit Safety Coordinators should attend the Unit Safety Coordinator Course.

- b. Responsibilities. In carrying out their responsibilities, each assigned Unit Safety Coordinator shall accomplish the following:
 - (1) Oversee Sector personnel occupational safety and environmental health. Employing risk management to protect personnel, maintaining personal protective equipment and clothing, overseeing work in confined spaces, and directing mishap response, investigation and reporting.
 - (2) The Unit Safety coordinator shall advise the Sector or subordinate unit training officer of SEH training needs, and monitor the status of required SEH training and Training Management Tool (TMT) documentation.
 - (3) Oversee Sector asset safety. Ensuring a safe and healthy work environment and directing the General Mishap and Fire Prevention Program. During an incident or large-scale response requiring an Incident Command System (ICS) structure, a Unit Safety Coordinator shall be called upon to serve on the safety staff as an ICS Safety Assistant when needed.
 - (4) Conduct annual unit safety audits using the Unit Safety Assessment Tool (USAT).
- c. Guidance. The Safety Manager (Senior Unit Safety Coordinator) reports to the Safety Officer (Deputy Sector Commander). All other Unit Safety Coordinators report to their supervisors, but receive direction for the unit safety program from the Safety Manager (Senior Unit Safety Coordinator). All assigned Unit Safety Coordinators shall refer to the following references in the performance of duties:
 - (1) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (2) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (3) Medical Manual, COMDTINST M6000.1C (series)

61. Unit Travel System (UTS) Approving Official.

- a. Overview. Sector Commanders shall designate a UTS Approving Official responsible for authorizing travel, obligating unit travel funds, approving trip arrangements, authorizing travel expenses incurred in connection with the travel, and reviewing and approving travel payment transactions in UTS for final payment by the Personnel Service Center.

- b. Guidance. The UTS Approving Official shall refer to the following references in the performance of duties.

- (1) CG Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series)
- (2) Joint Federal Travel Regulations (JFTR), Appendix O
- (3) Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)

62. Unit Wellness Representative.

- a. Overview. Sector Commanders shall designate a Unit Wellness Representative. Unit Wellness Representatives are responsible for planning and implementing a comprehensive work-site wellness program. They also serve as advisors to the command on wellness programs, and serve
- b. Guidance. The Unit Wellness Representative shall refer to the following reference in the performance of duties.
 - (1) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)

63. Urinalysis Coordinator.

- a. Overview. Sector Commanders shall designate a Primary Urinalysis Coordinator and sufficient alternates to administer the Sector's urinalysis program to ensure compliance with the Coast Guard Substance Abuse Prevention Program.
- b. Guidance. The Urinalysis Coordinator shall refer to the following reference in the performance of duties.
 - (1) Personnel Manual, COMDTINST M1000.6 (series)

64. Urinalysis Sampling Observer.

- a. Overview. Sector Commanders shall designate sufficient Urinalysis Sampling Coordinators to assist the Urinalysis Coordinator administer the Sector's urinalysis program to ensure compliance with the Coast Guard Substance Abuse Prevention Program.
- b. Guidance. Urinalysis Sampling Observers report to the Urinalysis Coordinator and shall refer to the following reference in the performance of duties.
 - (1) Personnel Manual, COMDTINST M1000.6 (series)

65. Voting Assistance Officer.

- a. Overview. Sector Commanders shall designate a Voting Assistance Officer responsible for implementing the Sector voting assistance program.

- b. Guidance. The Voting Assistance Officer shall refer to the following reference in the performance of duties.

- (1) Coast Guard Voting Assistance Program, COMDTINST 1742.3 (series)

66. Weapons of Mass Destruction (WMD) Manager.

- a. Overview. Sector Commanders shall provide an employee whose collateral duty is to assist in managing Sector WMD capability.

- b. Guidance. The Sector WMD Manager shall refer to the following reference in the performance of duties.

- (1) Weapons of Mass Destruction and Catastrophic Hazardous Material Releases, COMDTINST 3400.3 (Series)

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APPENDIX A GLOSSARY OF TERMS

TERM	DEFINITION
Administrative Control	Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational mission of the subordinate or other organizations.
Alternate Compliance Program (ACP)	A program intended to reduce the regulatory burden on the maritime industry while maintaining existing levels of safety and providing increased flexibility in the construction and operation of U.S. flag vessels. In this voluntary program, Classification Society Rules, International Conventions, and a U.S. Supplement provide an equivalent alternative to the Code of Federal Regulations (CFR). Compliance with this equivalent alternative standard is administered through traditional survey and inspection conducted by authorized classification society surveyors. The Coast Guard issues a Certificate of Inspection (COI) to a vessel based upon these classification society reports.
Area Contingency Plan	A comprehensive plan that includes detailed information about booming strategies, and resources (such as equipment and trained response personnel) available from the agencies in the Area. The plan, also known as a Regional Contingency Plan, also describes the roles and responsibilities of each responding agency during a spill incident, and how the agencies will respond if they are called upon in an emergency.
Area Maritime Security (AMS) Committee	The AMS Committee brings appropriately experienced representatives from a variety of sources in the port together to continually assess security risks to the port and determine appropriate risk mitigation strategies, develop, revise, and implement an AMS Plan. The AMS Committee may also be the mechanism by which security threats and changes in Maritime Security (MARSEC) Levels are communicated to port stakeholders. AMS Committee members may include: USCG, Federal, State, and local law enforcement, emergency response, port managers, etc. There must be at least seven members of the Committee.
Captain of the Port (COTP)	The Captain of the Port is responsible for administering and enforcing, within their respective area, port safety and security and marine environmental protection regulations, including, without limitation, regulations for the protection and security of vessels, harbors, and waterfront facilities; anchorages; security zones; safety zones; regulated navigation areas; deepwater ports; water pollution; and ports and waterways safety.
Chain of Command	The succession of commanding officers from a senior to a subordinate through which command is exercised.

TERM	DEFINITION
Command	The authority vested, either by rank or assignment, in an individual for the direction, coordination, and control of Coast Guard assets. Command includes the authority and responsibility for effectively utilizing available resources, and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.
Critical Incident Stress Management (CISM)	A system of interventions designed to mitigate the adverse psychological reactions that may accompany critical incidents. The CISM process is not therapy; its focus is to minimize the harmful effects through psychological first aid, education, and follow-up. The CISM process uses trained peers, chaplains, and mental health professionals, and is managed by CISM Team Coordinators who are usually the Employee Assistance Program Coordinators located at Work-Life Centers.
Federal Maritime Security Coordinator (FMSC)	COTPs are the Federal Maritime Security Coordinators for their respective COTP zones described in 33 CFR part 3, including all ports and areas located therein. The FMSC is responsible for Establishing, convening, and directing the Area Maritime Security (AMS) Committee; appointing members to the AMS Committee; developing and maintaining, in coordination with the AMS Committee, the AMS Plan; implementing and exercising the AMS Plan; and maintaining the records required by 33 CFR §103.520 and 33 CFR §103.505.
Federal On-Scene Coordinator (FOSC)	The title and role assumed by a COTP, under the National Oil and Hazardous Substance Pollution Contingency Plan (NCP) (40 CFR 300) and applicable Area Contingency Plan (ACP), who is responsible for coordinating federal activities on scene of an incident.
Harbor Safety Committee (HSC)	A local committee that addresses issues that may include the safety, security, mobility, and environmental protection of a port or waterway. Membership is typically comprised of representatives of governmental agencies, maritime labor and industry organizations, and public interest groups.
Incident Command System (ICS)	An on-scene management structure which provides a uniform process, organization, and language for emergency response management, ensuring that all emergency responders, regardless of agency or organization, respond as a coordinated team with common objectives.
Investigating Officer (IO)	An officer or civilian within the Prevention Department designated by the Officer in Charge, Marine Inspection to conduct marine casualty, maritime personnel and marine violation investigations.
Joint Terrorism Task Forces (JTTFs)	Teams of state and local law enforcement officers, FBI Agents, and other federal agents and personnel who work shoulder-to-shoulder to investigate and prevent acts of terrorism.

TERM	DEFINITION
Key Asset Protection Program (KAPP)	A Joint Chiefs of Staff (JCS) program which identifies key facilities for U.S. land defense planning and provides guidance for the protection of facilities important to defense production, defense preparedness, or military operations. The Key Asset list (KAL) is the output of the KAPP process and is provided by Headquarters to Coast Guard operational commanders for their planning.
Local Emergency Planning Committee (LEPC)	Local organizations tasked with developing an emergency response plan, reviewing it annually, and providing information and guidance to the community. LEPC membership must include, at a minimum, local police, fire, civil defense, public health, transportation, and environmental professionals, as well as representatives of facilities subject to the emergency planning requirements, community groups, and the media.
Maritime Defense Zone (MDZ)	On 19 March 1981, the Navy and Coast Guard (NAVGARD) Board approved the <u>Review of Coast Guard Wartime Tasking</u> , a report that examined tasking that commits Coast Guard personnel and platforms to wartime missions. Consequently, a major conclusion of the Review of Coast Guard Tasking proposed that Coast Guard Area Commanders serve the role as U.S. Maritime Defense Zone Commanders (e.g., COMUSMARDEZLANT), responsible for ensuring full utilization of all available naval assets, Coast Guard and Navy, to provide an effective level of planning, coordination, and operations for coastal defense of the United States.
Maritime Domain Awareness (MDA)	The effective understanding of anything in the marine environment that could adversely affect America's security, safety, economy, or environment.
Maritime Investigations	Maritime investigations include, but are not limited to, marine casualty investigations; marine pollution investigations; investigations of negligence, misconduct, incompetence, or use of dangerous drugs, and violations of laws or regulations by Coast Guard licensed and documented personnel.
Maritime Security (MARSEC)	MARSEC levels advise the maritime community and the public of the level of risk and are set to reflect the prevailing threat environment to the marine elements of the national transportation system, including ports, vessels, facilities, and critical infrastructure located on or adjacent to waters subject to the jurisdiction of the U. S. See 33 CFR 101.105.
National Contingency Plan (NCP)	Also known as the National Oil and Hazardous Substance Pollution Contingency Plan, the NCP is the federal government's blueprint for responding to both oil spills and hazardous substance releases. The National Contingency Plan is the result of our country's efforts to develop a national response capability and promote overall coordination among the hierarchy of responders and contingency plans.

TERM	DEFINITION
National Incident Management System (NIMS)	NIMS provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and nongovernmental organizations (NGOs) to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology to provide for interoperability and compatibility among federal, state, local, tribal, and private sector capabilities. The NIMS Directive, (March 2004) identifies these as the Incident Command System (ICS); multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
National Response Framework (NRF)	The NRF is an all-hazard, all-discipline plan and is a specific application of NIMS for events that are designated as Incidents of National Significance, which include credible threats or acts of terrorism, major disasters, and emergencies. The NRF is the core operations plan for national incident management. It details the federal coordinating structures and processes that will be used during an Incident of National Significance. The NRF does not alter the statutory responsibilities of federal, state, local, or tribal departments and agencies and is built on existing systems and best practices. The plan distinguishes between national-level incidents that require coordination by the Department of Homeland Security (DHS) which are termed Incidents of National Significance, and the majority of incidents that will be handled through existing emergency authorities and plans by responsible jurisdictions and agencies such as the Coast Guard.
National Response Team (NRT)	An interagency group co-chaired by the EPA and the United States Coast Guard. Although the NRT does not respond directly to incidents, it is responsible for three major activities related to managing responses: (1) distributing information; (2) planning for emergencies; and (3) training for emergencies. The NRT also supports the Regional Response Teams.
Officer in Charge, Marine Inspection (OCMI)	The OCMI administers the Coast Guard's marine safety "field" activities within a marine inspection zone delineated by regulations (See 33 CFR 3.).
Operational Control	Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.

TERM	DEFINITION
Operational Risk Management (ORM)	A continuous, systematic process of identifying and controlling risks in all activities according to a set of pre-conceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
Organization	People and materials, arranged functionally or by processes, for the purpose of carrying out missions. The organization structure provides the basic framework and integrates the basic components of functions or processes and people assigned to perform them, and the personnel/human factors impacting the organization. A healthy organization establishes and maintains proper relationships among personnel, functions/processes, and assorted material considerations in order to effectively and efficiently accomplish the objectives that support the missions.
Regional Response Team (RRT)	Regional planning, policy and coordinating bodies, co-chaired by the EPA and Coast Guard, that provide assistance as requested by an On-Scene Coordinator during an incident. There are 13 RRTs, one for each of ten federal regions, plus one for Alaska, one for the Caribbean, and one for the Pacific Basin. Each RRT maintains a Regional Contingency Plan (RCP) (also known as an Area Contingency Plan) and has State, as well as federal government, representation.
Risk Based Decision Making (RBDM)	A process to evaluate and address the potential unwanted outcomes of an incident. RBDM organizes and augments the decision-making process by clarifying tradeoffs, consequences, uncertainties, benefits, and risks so that decision makers can make more informed choices. The Guidelines provide a structured method to clearly document and communicate the decision making process to others, so that decisions reached using this process are rational, defensible and supportable.
Search and Rescue (SAR) Mission Coordinator (SMC)	The official designated by the SAR response system for each specific SAR mission who coordinates and manages the overall response to a SAR incident.
Staff	Those personnel assigned to assist in the administration of a command or office by providing technical advice in an assigned area (staff elements possess no line authority or responsibility). Examples of "staffs" include Headquarters Staff, Area Staffs, Maintenance and Logistics Command Staffs, and District Office Staffs.
State Emergency Response Commission (SERC)	A mandated State organization responsible for implementing Emergency Planning and Community-Right-to-know Act (EPCRA) provisions within their state. The SERC supervises and coordinates the activities of its Local Emergency Planning Committees (LEPCs), establishes procedures for receiving and processing public requests for information collected under EPCRA, and reviews local emergency response plans.

TERM	DEFINITION
Streamlined Inspection Program (SIP)	A voluntary alternate method of inspecting a vessel to ensure regulatory compliance. Instead of the traditional Coast Guard inspection by a marine inspector, the SIP allows onboard and shore side vessel operating personnel to conduct the majority of inspections required by the Code of Federal Regulations, and to have the adequacy of these inspections verified by Coast Guard marine inspectors on a regular basis.
Sub-unit	A separately identified segment of a Coast Guard unit, managed by a supervisor. A sub-unit is designated when that segment is geographically separated from the parent unit, or the essential character and mission of that segment is uniquely different from the parent unit. The authority of a supervisor of a sub-unit and that of a commanding officer or officer-in-charge of a unit are not the same. Refer to United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) for more information. Examples of sub-units include: Marine Safety Detachments (MSDs), Stations (Small), etc. The word "detachment" in the title generally connotes a sub-unit.
Technical Control	The responsibility of a designated Headquarters Office Chief or Directorate for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming, and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance.
Types (National Incident Management System ICS)	<p>Type 1 – Expected to go into multiple operational periods, event of national significance (i.e., major terrorist attack like 9/11 or Katrina level disaster). ICS-100, ICS-200, ICS-300, ICS-400, IS-800 and IS-700 apply</p> <p>Type 2 – Multiple operational periods, many command and general staff positions filled, regional and/or national resources brought in (i.e., devastating flood or earthquake). ICS-100, ICS-200, ICS-300, ICS-400, IS-800 and IS-700 apply</p> <p>Type 3 – May extend into multiple operational periods, some/all command and general staff positions activated (i.e., large industrial fire, tornado, hostage stand-off). ICS-100, ICS-200, ICS-300, ICS-400, IS-800 and IS-700 apply</p> <p>Type 4 – Limited to one operational period, command and general staff positions activated as needed (i.e., house fire, protest rally). ICS-100, ICS-200, and IS-700 apply, ICS-300 will apply when any command and general staff positions are activated.</p>
Unit	A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer-in-charge, provided with personnel and material for the performance of a prescribed mission. Examples of units include cutters, stations, marine safety offices, etc.

APPENDIX B – LIST OF ACRONYMS

ACRONYM	DEFINITION
ACIP	Aviation Career Incentive Pay
ACO	Authorized Certifying Officer
ACP	Area Contingency Plan
AIRSTA	Air Station
AIS	Automatic Identification System
AIS	Automated Information Systems
AMS	Area Maritime Security
AMVER	Automated Mutual Assistance Vessel Rescue
ANT	Aids to Navigation Team
AOR	Area of Responsibility
APHIS	Animal and Plant Health Inspection Service
AR&SC	Aircraft Repair and Supply Center
ATF	Bureau of Alcohol, Tobacco, Firearms and Explosives
ATON	Aids to Navigation
ATSDR	Agency for Toxic Substances and Disease Registry
ATTF	Anti Terrorism Task Force
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
C4ISM	Command, control, coordination, communications, intelligence, sensor analysis, and data mining
C&S	Command and/or Support
CACO	Casualty Assistance Calls Officer
CBP	U. S Customs and Border Protection
CBR	Chemical, Biological, and Radiological
CCTI	Chiefs' Call to Initiation
CDA	Career Development Advisor
CDAR	Collateral Duty Addictions Representative
CDO	Command Duty Officer
CDC	Centers for Disease Control and Prevention
CEU	Civil Engineering Unit
CFC	Combined Federal Campaign
CFR	Code of Federal Regulations
CFVS	Commercial Fishing Vessel Safety
CGAP	Coast Guard Acquisition Procedures
CGDF	Coast Guard Dining Facility
CGIS	Coast Guard Investigative Service
CGMA	Coast Guard Mutual Assistance
CGPC	Coast Guard Personnel Command
CHRIS	Chemical Hazard Response Information System
CIO	Command Intelligence Officer
CIP	Common Intelligence Picture
CISM	Critical Incident Stress Management

ACRONYM	DEFINITION
CMCO	Classified Material Control Officer
CMS	COMSEC Material System
CO	Commanding Officer
COG	Continuity of Government
COGARD	Coast Guard
COI	Certificate of Inspection
COMDT	Commandant
COMDTINST	Commandant Instruction
COMDTINST M	Commandant Instruction Manual
COMDTNOTE	Commandant Notice
COMSEC	Communications Security
COMTAC	Communications Tactical
COMUSMARDEZLANT	Commander, U. S. Maritime Defense Zone Atlantic
COOP	Continuity of Operations Planning
COP	Common Operational Picture
COTP	Captain of the Port
CPS	Contingency Preparedness System
CSO	Command Security Officer
CVS	Commercial Vessel Safety
DEA	Drug Enforcement Administration
DHS	Department of Homeland Security
DO	Defense Operations
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DPRI	Directives, Publications, and Reports Index
EAP	Emergency Action Plan
EARS	Excellence, Achievement and Recognition System
EEZ	Exclusive Economic Zone
EKMS	Electronic Key Management System
ELT	Enforcement of Laws and Treaties
EOW	Engineer of the Watch
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPOY	Enlisted Person of the Year
ESO	Education Services Officer
ESU	Electronic Systems Support Unit
FAR	Federal Acquisitions Regulation
FBI	Federal Bureau of Investigation

ACRONYM	DEFINITION
FCC	Federal Communications Commission
FINCEN	Finance Center
FIST	Field Intelligence Support Teams
FMSC	Federal Maritime Security Coordinator
FOIA	Freedom of Information Act
FOSC	Federal On-Scene Coordinator
FOUO	For Official Use Only
FPD	Finance and Procurement Desktop
FS	Food Service Specialist
FSO	Food Service Officer
FWS	Fish and Wildlife Service
GM	Gunner's Mate
GMT	General Military Training
GSA	General Services Administration
GTA	Government Travel Account
HAZMAT	Hazardous Materials
HDIP	Hazardous Duty Incentive Pay
HHS	Department of Health and Human Services
HRC	Human Relations Council
HS	Health Services Technician
HSC	Harbor Safety Committee
IAMSAR	International Aeronautical and Maritime Search and Rescue
ICS	Incident Command System
IDS	Intrusion Detection System
IO	Investigation Officer
IOC	Initial Operational Capability
IOC	Initial Operating Capability
IRM	Information Resources Management
IRS	Internal Revenue Service
ISC	Integrated Support Command
ISSA	Information Systems Security Assistant
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulations
JTTF	Joint Terrorism Task Force
KAL	Key Asset List
KAPP	Key Asset Protection Program
LEPC	Local Emergency Planning Committee
LMR	Living Marine Resources
MAA	Master at Arms
MARAD	Maritime Administration
MARPOL	The International Convention for the Prevention of Pollution from Ships
MARSEC	Maritime Security
MCM	Manual for Courts-Martial

ACRONYM	DEFINITION
MCPOCG	Master Chief Petty Officer of the Coast Guard
MDA	Maritime Domain Awareness
MDZ	Maritime Defense Zone
MEP	Marine Environmental Protection
MER	Marine Environmental Response
MHLD	Maritime Homeland Defense
MHLS	Maritime Homeland Security
MI	Marine Inspection and Investigation
MI	Marine Inspection
MISLE	Marine Information for Safety and Law Enforcement
MJM	Military Justice Manual
ML	Marine Licensing
MLC	Maintenance and Logistics Command
MLE	Maritime Law Enforcement
MMD	Merchant Mariner Document
MMS	Minerals Management Service
MODU	Mobile Offshore Drilling Unit
MOU	Memorandum of Understanding
MRC	Maintenance Requirement Card
MSA	Marine Science Activities
MSC	Military Sealift Command
MSD	Marine Safety Detachment
MSU	Marine Safety Unit
MWR	Morale, Well-Being, and Recreation
NAF-EOY	Non-Appropriated Fund Employee of the Year
NAVEDTRA	Naval Education and Training
NAVGARD	Navy and Coast Guard
NAVMC	Navy Marine Corps
NCP	National Contingency Plan
NESU	Naval Engineering Support Unit
NGA	National Geospatial-Intelligence Agency
NIIMS	National Interagency Incident Management System (See NIMS)
NIMS	National Incident Management System (Replaces NIIMS)
NIOSH	National Institute of Occupational Safety and Health
NIST	National Institute of Standards and Technology
NMFS	National Marine Fisheries Service
NMPS	Navy Motion Picture Service
NOAA	National Oceanic and Atmospheric Administration
NOK	Next of Kin
NPS	National Park Service
NRF	National Response Framework
NRT	National Response Team
NSS	United States National Search and Rescue Supplement
NTSB	National Transportation Safety Board

ACRONYM	DEFINITION
NWS	National Weather Service
OCMI	Officer in Charge, Marine Inspection
OCS	Outer Continental Shelf
OER	Officer Evaluation Report
OFCO	Operating Facility Change Order
OINC	Officer-in-Charge
OOD	Officer of the Day
OPFAC	Operating Facilities
OPLAN	Operation Plan
ORM	Operational Risk Management
OS	Operations Specialist
OSHA	Occupational Safety and Health Administration
P2	Pollution Prevention
P-Card	Government Purchase-Card
P-Card AO	Government Purchase-Card Approving Official
P-Card OPC	Government Purchase-Card Organization Program Coordinator
PAO	Payment Authorizing Officer
PAO	Public Affairs Officer
PAWSA	Ports and Waterways Safety Assessment
PAWSS	Ports and Waterways Safety System
PES	Port and Environmental Safety
PHS	Public Health Service
PIE	Partnership in Education
PIO	Preliminary Inquiry Officer
PIPO	Performance Incentive Pay Official
PPE	Personal Protective Equipment
PSC	Personnel Service Center
PSS	Port Safety and Security
PWCS	Ports, Waterways, and Coastal Security
QRP	Qualified Recycling Program
RBDM	Risk Based Decision Making
RBS	Recreational Boating Safety
RCP	Regional Contingency Plan
RRT	Regional Response Team
RSPA	Research and Special Program Administration
SAP	Simplified Acquisitions Procedures
SAR	Search and Rescue
SARDET	Search and Rescue Detachment
SAROPS	Search and Rescue Optimal Planning System
SATE	Security Awareness, Training and Education
SCC	Sector Command Center
SDDC	Surface Deployment and Distribution Command
SDO	Sector Duty Officer
SERC	State Emergency Response Commission

ACRONYM	DEFINITION
SFO	Sector Field Office
SIO	Senior Investigation Officer
SIP	Streamlined Inspection Program
SITREP	Situation Report
SMC	SAR Mission Coordinator
SOP	Standard Operating Procedure
SPPM	Supply Policy and Procedures Manual
S&R	Suspension and Revocation
SRA	Short Range Aids to Navigation
SUPSALV	Supervisor of Salvage
TA	Tuition Assistance
TCM	Telecommunications Manual
TCP	Telecommunications Plan
TCT	Team Coordination Training
UCMJ	Uniform Code of Military Justice
UHPC	Unit Health Promotion Coordinator
USACE	United States Army Corps of Engineers
USC	United States Code
USCG	United States Coast Guard
USCGC	United States Coast Guard Cutter
USDA	United States Department of Agriculture
USMS	United States Marshals Service
USN	United States Navy
UTS	Unit Travel System
VHF-FM	Very High Frequency- Frequency Modulation
VITA	Volunteer Income Tax Assistance
VTC	Vessel Traffic Center
VTs	Vessel Traffic Services
WAMS	Waterways Analysis and Management System
WMD	Weapons of Mass Destruction
WQSB	Watch, Quarter and Station Bill
WTGB	U. S. Coast Guard Icebreaking Tug
WWM	Waterways Management
WYTL	U. S. Coast Guard Harbor Tugs - Small

APPENDIX C - LIST OF REFERENCES

The Coast Guard Directives System (CGDS) contains current unclassified and non-For Official Use Only (FOUO) Commandant Instructions, Instruction Manuals, and Notices. The Internet link is <http://www.uscg.mil/CCS/CIT/CIM/DIRECTIVES/WELCOME.HTM> and the Intranet version is <http://cgweb.uscg.mil/G-C/G-CCS/G-CIT/G-CIM/DIRECTIVES/WELCOME.HTM>

DIRECTIVE TITLE	DIRECTIVE NUMBER
Administrative Investigations Manual	COMDTINST M5830.1 (series)
Aeronautical Engineering Maintenance Management Manual	COMDTINST M13020.1 (series)
Auxiliary Manual	COMDTINST M16790.1 (series)
Boat Crew Seamanship Manual	COMDTINST M16114.5 (series)
Boat Management Manual	COMDTINST M16114.4 (series)
Career Development Advisor Program	COMDTINST 1040.4 (series)
Certifying and Disbursing Manual	COMDTINST M7210.1 (series)
CG Philosophy on Training, Education and Development	COMDTINST 1500.23 (series)
CG Qualified Recycling Program (QRP) Policy	COMDTINST 16477.5 (series)
CG Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR)	COMDTINST M4600.17 (series)
Chemical Hazard Response Information System (CHRIS)	COMDTINST M16465.12 (series)
Civil Disturbances Support Plan, Coast Guard (COGARD GARDEN PLOT)	COMDTINST M3010.14 (series)
Civil Engineering Manual	COMDTINST M11000.11 (series)
Civil Penalty Procedures and Administration	COMDTINST 16200.3 (series)
Classified Information Management Program	COMDTINST M5510.23 (series)
Coast Guard Acquisition Procedures (CGAP)	COMDTINST M4200.19 (series)
Coast Guard Air Operations Manual	COMDTINST M3710.1 (series)
Coast Guard Civilian Awards Manual	COMDTINST M12451.1 (series)
Coast Guard Civilian Employee of the Year Award (CEOY)	COMDTINST 12451.2 (series)
Coast Guard Claims and Litigation Manual	COMDTINST M5890.9 (series)
Coast Guard Command Center Manual	COMDTINST M3120.20
Communications Security Material System (CMS) Policy and Procedures Manual, EKMS 1	
Coast Guard Configuration Management	COMDTINST 4130.6 (series)
Coast Guard Contingency Preparedness System (CPS)	COMDTINST 3010.22 (series)

DIRECTIVE TITLE	DIRECTIVE NUMBER
Coast Guard Enlisted Person of the Year (EPOY) Program	COMDTINST 1650.36 (series)
Coast Guard Equal Opportunity Manual	COMDTINST M5350.4 (series)
Coast Guard Food Service Manual	COMDTINST M4061.5 (series)
Coast Guard Health Promotion Manual	COMDTINST M6200.1 (series)
Coast Guard Housing Manual	COMDTINST M11101.13 (series)
Coast Guard Incident Command System Implementation Plan	COMDTINST M3120.15 (series)
Coast Guard Intelligence Operations Plan	COMDTINST 3810.1 (series)
Coast Guard Morale, Well-Being, and Recreation Manual	COMDTINST M1710.13 (series)
Coast Guard Mutual Assistance Operating Manual	See http://www.cgmahq.org/
Coast Guard Non-Appropriated Fund Employee of the Year (NAF-EOY) Award Program	COMDTINST 12451.3 (series)
Coast Guard Partnership in Education	COMDTINST 5350.22 (series)
Coast Guard Recruiting Manual	COMDTINST M1100.2 (series)
Coast Guard SAR Manual	COMDTINST M16130.2 (series)
Coast Guard Tuition Assistance (TA) Program	COMDTINST 1500.24 (series)
Coast Guard Voting Assistance Program	COMDTINST 1742.3 (series)
Coastal Weather Program	COMDTINST 3140.3 (series)
Code of Federal Regulations, Title 33, Part 1, Section 1.01-1 (District Commander)	33 CFR 1.01-1
Code of Federal Regulations, Title 33, Part 1, Section 1.01-20 (Officer in Charge, Marine Inspection)	33 CFR 1.01-20
Code of Federal Regulations, Title 33, Part 160, Section 111 (Special orders applying to vessel operations)	33 CFR 160.111
Code of Federal Regulations, Title 33, Part 3.01-1 (General descriptions of OCMI and COTP)	33 CFR 3.01-1(d) and (e)
Code of Federal Regulations, Title 46, Part 1.01-15 (Organization; districts)	46 CFR 1.01-15 (a)
Code of Federal Regulations, Title 46, Part 2.01-70 (Right of appeal)	46 CFR 2.01-70
Code of Federal Regulations, Title 48, Federal Acquisition Regulations (FAR) System	48 CFR
Commandant of the Coast Guard National Retiree Council Program	COMDTINST 1800.5 (series)

DIRECTIVE TITLE	DIRECTIVE NUMBER
Commandant's Equal Opportunity and Sexual Harassment Policy Statements	COMDTINST 5350.21 (series)
Commanding Officer's Environmental Guide	P5090.1A COMDT PUB
COMTAC Publications Index	COMDTINST M2600.1 (series)
Contingency Preparedness Planning Manual, VOL II; Personnel and Equipment Requirements	COMDTINST M3010.12 (series)
Continuity of Operations, Policy and Planning	COMDTINST 3010.15 (series)
Criminal Enforcement of Environmental Laws	COMDTINST M16201.1 (series)
Critical Incident Communications	COMDTINST 3100.8 (series)
Cutter Heat Stress Program	COMDTINST M6260.17 (series)
Cutter Organization Manual	COMDTINST M5400.16 (series)
Cutter Training and Qualification Manual	COMDTINST M3502.4 (series)
Decedent Affairs Guide	COMDTINST M1770.1 (series)
Department of Defense Postal Manual	DOD 4525.6-M http://www.dtic.mil/whs/directives/corres/html/45256m.htm
Directives, Publications, and Reports Index (DPRI)	COMDTNOTE 5600
Education Services Officer (ESO) Procedures, Volumes I-IV	CGI P1550.1 (series)
Electronic Transportation Acquisition (ETA) User and Training Guide	http://www.fincen.uscg.mil/freight.htm
Electronics Manual	COMDTINST M10550.25 (series)
Enlisted Performance Qualifications Manual	COMDTINST M1414.8(series)
Environmental Considerations for Decision Making	P16475.6 COMDT PUB
Excellence, Achievement, and Recognition System (EARS)	COMDTINST M12430.6 (series)
Field Intelligence Support Teams (FIST)	COMDTINST 3831.10 (series)
FIST Tactics, Techniques, and Procedures Manual	COMDTINST M3800.3. (series)
Finance and Procurement Desktop Introductory Guide	https://financialdesktop.fincen.uscg.mil/
Financial Resource Management Manual (FRMM)	COMDTINST M7100.3 (series)
Food Service Sanitation Manual	COMDTINST M6240.4 (series)
Hazard Communication for Workplace Materials	COMDTINST 6260.21 (series)
Hazardous Waste Management Manual	COMDTINST M16478.1 (series)

DIRECTIVE TITLE	DIRECTIVE NUMBER
Health Services Allowance List, Ashore	COMDTINST M6700.5 (series)
Incident Command System	COMDTINST 3120.14 (series)
Information and Life Cycle Management Manual	COMDTINST M5212.12 (series)
Information Assurance Manual	COMDTINST M5500.13 (series)
Joint Federal Travel Regulations (JFTR), Appendix O	
Management and Administration of Aviation Incentive Pays	COMDTINST 7220.39 (series)
Manual for Courts-Martial (MCM), United States (current edition)	Unnumbered publication
Marine Corps Drill and Ceremonies Manual	COMDTINST M5060.11 (series)
Marine Safety Manual, Volume I, Administration and Management	COMDTINST M16000.6 (series)
Marine Safety Manual Volume II, Materiel Inspection	COMDTINST M16000.7 (series)
Marine Safety Manual, Volume V, Investigations	COMDTINST M16000.10 (series)
Marine Safety Manual, Volume X, Interagency Agreements and Acronyms	COMDTINST M16000.15 (series)
Medals and Awards Manual	COMDTINST M1650.25 (series)
Medical Manual	COMDTINST M6000.1 (series)
Military Justice Manual	COMDTINST M5810.1 (series)
Military Personnel Security Program	COMDTINST M5520.12 (series)
Motor Vehicle Manual	COMDTINST M11240.9 (series)
Naval Engineering Manual	COMDTINST M9000.6 (series)
Notice of Violation User's Guide	COMDTINST M5582.1 (series)
Oil Pollution Response Planning Guide for Extreme Weather	COMDTINST M16466.2 (series)
Ombudsman Program	COMDTINST 1750.4 (series)
Operating Facilities (OPFAC) of the U.S. Coast Guard	COMDTINST M5440.2 (series)
Operational Risk Management	COMDTINST 3500.3 (series)
Ordnance Manual	COMDTINST M8000.2 (series)
Personnel and Pay Procedures Manual	PSCINST M1000.2 (series)
Personnel Manual	COMDTINST M1000.6 (series)
Personnel Qualification Standards for Advanced Damage Control Emergency Parties	NAVEDTRA 43119-3
Personnel Qualification Standards for Basic Damage Control	NAVEDTRA 43119-2
Physical Security and Force Protection Program	COMDTINST M5530.1 (series)
Preventing Heat Casualties	COMDTPUB P6200.12

DIRECTIVE TITLE	DIRECTIVE NUMBER
Property Management Manual	COMDTINST M4500.5 (series)
Public Affairs Manual	COMDTINST M5728.2 (series)
Radio Frequency Plan	COMDTINST M2400.1 (series)
Radiotelephone Handbook	COMDTINST M2300.7 (series)
Rescue and Survival Systems Manual	COMDTINST M10470.10 (series)
Reserve Policy Manual	COMDTINST M1001.28 (series)
Response Operations for Chemical, Biological, Radiological, and Explosive Incidents (U)	http://cgweb.comdt.uscg.mil/g-mo/mor/MOR3/Responding%20to%20CBR%20Incidents/Response%20to%20CBRNE.pdf
Risk-Based Decision Making	COMDTINST 16010.3 (series)
Safety & Health Training for Emergency Response Operations	COMDTINST 6260.31 (series)
Safety and Environmental Health Manual	COMDTINST M5100.47 (series)
Security Awareness, Training and Education (SATE) Program	COMDTINST M5528.1 (series)
Shipboard-Helicopter Operational Procedures Manual	COMDTINST M3710.2 (series)
Shipboard Regulations Manual	COMDTINST M5000.7 (series)
Shore Facility Emergency Action Plans	COMDTINST 5100.49 (series)
Simplified Acquisition Procedures (SAP) Handbook	COMDTINST M4200.13 (series)
Standards of Ethical Conduct	COMDTINST M5370.8 (series)
Supply Policy and Procedures Manual (SPPM)	COMDTINST M4400.19 (series)
Telecommunications Manual (TCM)	COMDTINST M2000.3 (series)
Telecommunications Plan (TCP)	COMDTINST M2000.4 (series)
The Coast Guard Directives System	COMDTINST M5215.6 (series)
The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual	COMDTINST M5260.3 (series)
The Coast Guard Organization Manual	COMDTINST M5400.7 (series)
The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (P2)	COMDTINST M16455.10 (series)
Training and Education Manual	COMDTINST M1500.10 (series)
Transportation of Freight	COMDTINST M4610.5 (series)
Travel Charge Card Program	COMDTINST 4600.14 (series)
U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual	FINCENSTFINST M7000.1 (series)
U. S. Coast Guard Maritime Law Enforcement Manual (MLEM)	COMDTINST M16247.1 (series)
U. S. Coast Guard Postal Manual	COMDTINST M5110.1 (series)
U. S. Navy Emergency Ship Salvage Material Catalog	NAVSEA 9004-LP-017-3010

DIRECTIVE TITLE	DIRECTIVE NUMBER
U. S. Savings Bond Program	COMDTINST 5120.2 (series)
Uniform Regulations	COMDTINST M1020.6 (series)
United States Coast Guard Regulations 1992	COMDTINST M5000.3 (series)
United States Code, Title 10, Subtitle A, Part I, Chapter 47, Sections 801-946, Uniform Code of Military Justice	10 USC 801-946 (as amended)
Weapons of Mass Destruction and Catastrophic Hazardous Material Releases	COMDTINST 3400.3 (FOUO)
Weight/Physical Fitness Standards for Coast Guard Military Personnel	COMDTINST M1020.8 (series)